

Subcontractor Onboarding Process

Date: [Insert Date]

To,

[Subcontractor's Name]

[Subcontractor's Address]

[City, State, Zip Code]

Dear [Subcontractor's Name],

We are pleased to inform you that you have been selected to join our team as a subcontractor for [Project Name]. We look forward to working with you to deliver exceptional results.

Onboarding Process

To ensure a smooth onboarding experience, please follow the steps outlined below:

1. Complete the attached subcontractor agreement and return it by [Insert Deadline].
2. Submit certificates of insurance and relevant licenses.
3. Provide a list of key personnel who will be involved in the project.
4. Attend the onboarding meeting scheduled for [Insert Date & Time].

If you have any questions, please do not hesitate to contact us at [Contact Information]. We are here to assist you during this process.

Thank you for your collaboration, and welcome aboard!

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Company Address]

[City, State, Zip Code]

[Phone Number]

[Email Address]