

New Subcontractor Engagement Notification

Date: [Insert Date]

To: [Subcontractor Name]

From: [Your Company Name]

Subject: Engagement Notification

Dear [Subcontractor Name],

We are pleased to inform you that your company has been selected as a subcontractor for our upcoming project, [Project Name]. We believe that your expertise and experience will add significant value to our team.

Key details regarding the engagement are as follows:

- **Project Name:** [Project Name]
- **Start Date:** [Start Date]
- **Duration:** [Duration]
- **Scope of Work:** [Brief description of the work]

Please feel free to reach out to us if you have any questions or require further information. We look forward to a successful partnership.

Thank you,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]