

Welcome to Our Team!

Dear [Subcontractor's Name],

We are pleased to welcome you as a valued subcontractor for [Project Name]. We appreciate your expertise and are excited to have you on board.

Your immediate responsibilities will include [specific tasks or areas of focus]. We believe your skills will greatly enhance the success of this project.

Should you have any questions or need assistance, please do not hesitate to reach out to me directly at [Your Email] or [Your Phone Number].

Once again, welcome! We look forward to a successful partnership.

Best Regards,

[Your Name]

[Your Position]

[Company Name]

[Company Contact Information]