

Subcontractor Service Continuity Agreement

Date: [Insert Date]

To: [Subcontractor Name]

Address: [Subcontractor Address]

Dear [Subcontractor Name],

This letter serves as a formal agreement between [Your Company Name] and [Subcontractor Name] regarding the continuity of services provided under our current subcontracting arrangement.

1. Scope of Services

[Description of services to be provided.]

2. Duration

This agreement will remain in effect from [Start Date] to [End Date], unless otherwise terminated in accordance with the terms outlined herein.

3. Responsibilities

[Outline responsibilities of both parties.]

4. Payment Terms

[Detail payment terms and conditions.]

5. Confidentiality

Both parties agree to maintain confidentiality concerning proprietary information shared during the duration of this agreement.

6. Termination

This agreement may be terminated by either party with [Number of Days] written notice.

We look forward to your continued cooperation and commitment to delivering quality services.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Company Address]

[Your Contact Information]