

Subcontractor Service Continuity Documentation

Date: [Insert Date]

To: [Recipient's Name]

From: [Your Company Name]

Subject: Service Continuity Plan for Subcontractor Services

Dear [Recipient's Name],

This letter serves as a formal documentation of the service continuity plan for the subcontractor services provided by [Subcontractor's Company Name]. The purpose of this document is to outline the procedures and measures in place to ensure the uninterrupted delivery of services in the event of any unforeseen circumstances.

1. Overview of Services

[Brief description of the services provided by the subcontractor.]

2. Continuity Measures

The following measures will be implemented to ensure continuity:

- Emergency contact information for key personnel.
- Regular training and drills for emergency situations.
- Backup resources and alternative suppliers.
- Clear communication protocols during service interruptions.

3. Risk Assessment

A thorough risk assessment has been conducted, identifying potential risks and mitigation strategies.

4. Review and Updates

This plan will be reviewed and updated annually or as needed based on changes in service or risk assessments.

We are committed to ensuring that our services remain uninterrupted and effective. If you have any questions or require further details, please feel free to reach out.

Thank you for your continued partnership.

Sincerely,

[Your Name]

[Your Job Title]

[Your Company Name]

[Your Contact Information]