

Subcontractor Engagement Letter

Date: [Insert Date]

To: [Subcontractor's Name]
[Subcontractor's Address]
[City, State, Zip Code]

Dear [Subcontractor's Name],

We are pleased to engage your services as a subcontractor for [Project Name/Description] under the following terms:

Scope of Work

[Detail the specific tasks and responsibilities of the subcontractor]

Compensation

[Outline payment terms, rates, and schedule]

Timeline

[Provide timeline for project completion]

Terms and Conditions

[List important terms, including confidentiality, termination, etc.]

Please sign and return a copy of this letter by [Deadline Date] to confirm your acceptance of this engagement.

We look forward to working with you.

Sincerely,

[Your Name]
[Your Position]
[Your Company Name]
[Your Contact Information]

Accepted by:

<p_____

[Subcontractor's Name]

[Date]