

# Task Assignment Notification

Date: [Insert Date]

To:

[Subcontractor Name]

[Subcontractor Address]

[City, State, Zip]

Dear [Subcontractor Name],

We are pleased to officially assign you the following task as per our agreement:

## Task Details

**Task Description:** [Brief Description of the Task]

**Location:** [Task Location]

**Deadline:** [Due Date]

## Scope of Work

[Details of the work to be completed, including any specific requirements and standards.]

## Compensation

Your compensation for this task will be [Payment Details].

Please confirm your acceptance of this task assignment by signing and returning a copy of this letter by [Response Due Date].

Thank you for your continued partnership.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]

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Subcontractor Acceptance:

I, [Subcontractor Name], hereby accept the task assignment as detailed above.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_