

Subcontractor Engagement Framework

Date: [Insert Date]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

To: [Subcontractor Name]

[Subcontractor Address]

[City, State, Zip Code]

Subject: Engagement of Subcontractor

Dear [Subcontractor Name],

We are pleased to inform you that [Your Company Name] has selected you as a subcontractor for the [Project Name] project. This letter outlines the agreed-upon terms and establishes the framework for our collaborative engagement.

1. Scope of Work

The scope of your work includes, but is not limited to:

- [Task/Responsibility 1]
- [Task/Responsibility 2]
- [Task/Responsibility 3]

2. Timeline

The project is scheduled to commence on [Start Date] and conclude by [End Date].

3. Compensation

Compensation for your services will be [Payment Terms, e.g., hourly rate, fixed price, etc.]. Invoices should be submitted to [Billing Address/Contact].

4. Terms and Conditions

This engagement is governed by our standard terms and conditions, which are attached to this letter for your review.

Confirmation

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

We are looking forward to a successful partnership. If you have any questions or require further clarity, please do not hesitate to reach out.

Best Regards,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]