

# Subcontractor Human Resource Scheduling

Date: [Insert Date]

To: [Subcontractor's Name]

[Subcontractor's Company Name]

[Subcontractor's Address]

Dear [Subcontractor's Name],

We appreciate your partnership and the valuable services you provide. As we move forward with our project, we would like to confirm the scheduling of human resources required from your team. Please find the details below:

## Resource Schedule

Position	Quantity	Start Date	End Date
[Position 1]	[Quantity]	[Start Date]	[End Date]
[Position 2]	[Quantity]	[Start Date]	[End Date]

We kindly ask you to confirm your availability for the above schedule by [Response Deadline]. Should there be any modifications needed, please inform us at your earliest convenience.

Thank you for your attention to this matter. We look forward to your prompt response.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]