

Workforce Readiness Notice

Date: [Insert Date]

To: [Subcontractor's Name]

From: [Your Company Name]

Subject: Workforce Readiness for [Project Name]

Dear [Subcontractor's Name],

As we prepare for the upcoming phases of [Project Name], we would like to confirm your workforce's readiness to meet project timelines and safety requirements.

Please provide us with the following details:

- Number of workers assigned to the project
- Qualifications and certifications of the workforce
- Availability to start on [start date]
- Safety training compliance details

We appreciate your prompt attention to this matter and look forward to your response by [response deadline].

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]