

# Subcontractor Work Hierarchy

Date: [Insert Date]

To: [Subcontractor Name]

Subject: Work Hierarchy and Responsibilities

Dear [Subcontractor Name],

We are pleased to inform you about the work hierarchy for the subcontracted project at [Project Site/Name]. This document outlines the roles and responsibilities assigned to various levels of subcontractor teams.

## 1. Project Manager

Role: Oversees the entire project, ensuring that timelines, budgets, and quality standards are met.

## 2. Site Supervisor

Role: Manages on-site activities and coordinates between the project manager and workers.

## 3. Team Leads

Role: Directly supervise specific work crews, ensuring safety and efficiency in their tasks.

## 4. Crew Members

Role: Perform the actual construction or specialized work as instructed by the team leads.

Please ensure that all team members are aware of their responsibilities and report any issues to their respective supervisors.

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Contact Information]