

# Subcontractor Engagement Notification

Date: [Insert Date]

To:

[Subcontractor's Name]

[Subcontractor's Address]

[City, State, Zip Code]

Dear [Subcontractor's Name],

We are pleased to inform you that your services have been selected for engagement as a subcontractor for [Project Name] with [Your Company's Name]. This letter serves as formal notification to outline our agreement and expectations.

## Scope of Work

[Briefly describe the scope of work to be performed by the subcontractor.]

## Terms and Conditions

- Project Duration: [Insert Duration]
- Payment Terms: [Insert Payment Terms]
- Completion Criteria: [Insert Criteria]

Please confirm your acceptance of this engagement by signing and returning a copy of this notification by [Insert Deadline].

If you have any questions or require further information, please do not hesitate to contact us at [Your Contact Information].

We look forward to collaborating with you on this project.

Sincerely,

[Your Name]

[Your Position]

[Your Company's Name]

[Your Company's Address]

[City, State, Zip Code]