

Letter of Subcontractor Role Assignment

Date: [Insert Date]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

To: [Subcontractor's Name]

[Subcontractor's Company Name]

[Subcontractor's Address]

[City, State, Zip Code]

Dear [Subcontractor's Name],

We are pleased to formally assign you the role of subcontractor for [Project Name]. This assignment will become effective from [Start Date] and will continue until [End Date] or until project completion.

Your responsibilities will include:

- [Responsibility 1]
- [Responsibility 2]
- [Responsibility 3]

Please ensure you comply with all project regulations and deadlines. For any questions or further clarifications, feel free to contact me at [Your Phone Number] or [Your Email Address].

We look forward to working with you on this project.

Sincerely,

[Your Name]

[Your Job Title]

[Your Company Name]