

Subcontractor Responsibilities Letter

Date: [Insert Date]

To: [Subcontractor's Name]

Address: [Subcontractor's Address]

Dear [Subcontractor's Name],

This letter serves to outline your responsibilities as a subcontractor for [Project Name]. Please review the following duties and ensure compliance:

1. Completion of assigned tasks within the agreed timeline.
2. Adherence to all safety protocols and regulations at the job site.
3. Provision of necessary tools and materials to carry out tasks.
4. Regular communication with the general contractor regarding project status.
5. Submission of detailed invoices as per the contractual agreement.

Your cooperation is essential to the successful completion of [Project Name]. Please feel free to reach out if you have any questions or need further clarification.

Thank you for your attention to these responsibilities.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]