

Subcontractor Engagement Notification

Date: [Insert Date]

To:

[Subcontractor Name]

[Subcontractor Address]

[City, State, Zip Code]

Dear [Subcontractor Name],

We are pleased to inform you that you have been engaged as a subcontractor for the [Project Name] project, effective [Start Date]. Your expertise in [specific services or tasks] will be invaluable to the successful completion of this project.

Please find below the terms of our engagement:

- Project Scope: [Brief description of the project scope]
- Contract Amount: [Contract amount]
- Payment Terms: [Payment terms]
- Completion Date: [Expected completion date]

We look forward to working closely with you and your team. Please sign and return the attached copy of this letter as confirmation of your acceptance of this engagement.

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

Thank you, and welcome aboard!

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Company Address]

[City, State, Zip Code]

[Your Contact Information]