

Subcontractor Job Assignment Notification

Date: [Insert Date]

To: [Subcontractor's Name]

[Subcontractor's Address]

Dear [Subcontractor's Name],

We are pleased to inform you that you have been assigned a new job under the project [Project Name/Number]. Below are the details of the assignment:

Job Details:

- Job Title: [Insert Job Title]
- Project Location: [Insert Project Location]
- Start Date: [Insert Start Date]
- End Date: [Insert End Date]
- Scope of Work: [Insert Scope of Work]

Please confirm your acceptance of this assignment by [Insert Confirmation Deadline], and do not hesitate to reach out if you have any questions or require further information.

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]