

Subcontractor Scope of Work Assignment

Date: [Insert Date]

To: [Subcontractor Name]

Address: [Subcontractor Address]

Dear [Subcontractor Name],

We are pleased to formally assign you the scope of work as outlined below for the project: [Project Name]. This assignment is pursuant to our Contract dated [Contract Date].

Scope of Work

[Provide a detailed description of the work to be performed.]

Project Schedule

Start Date: [Insert Start Date]

Completion Date: [Insert Completion Date]

Payment Terms

The total compensation for the completion of the work shall be [Insert Amount], payable upon [Insert Payment Terms].

We expect you to adhere to the timeline and maintain the quality of work as per the standards set forth in our agreement. Please confirm your acceptance of this scope of work by signing and returning this letter by [Insert Deadline Date].

Thank you for your prompt attention to this matter. We look forward to your confirmation and moving forward with the project.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]