

Contractor Instructional Agenda

Date: [Insert Date]

To: [Contractor Name]

From: [Your Name/Your Company]

Subject: Task Delegation Instructions

Agenda:

1. **Introduction**
 - Brief overview of the project
 - Importance of the tasks assigned
2. **Task Breakdown**
 - Task 1: [Description]
 - Task 2: [Description]
 - Task 3: [Description]
3. **Deadlines**
 - Task 1 Deadline: [Insert Date]
 - Task 2 Deadline: [Insert Date]
 - Task 3 Deadline: [Insert Date]
4. **Resources**
 - Links to necessary documents
 - Contacts for assistance
5. **Questions and Feedback**
 - Open floor for any questions
 - Request for feedback on the agenda

Thank you for your attention, and I look forward to our collaboration on this project.

Best regards,
[Your Name]
[Your Position]
[Your Company]