

[Your Company Letterhead]

[Date]

[Subcontractor's Name]

[Subcontractor's Address]

[City, State, Zip Code]

Dear [Subcontractor's Name],

Subject: Engagement Letter for Subcontractor Services

We are pleased to engage you as our subcontractor for [describe the project or services to be provided]. This engagement is subject to the following terms and conditions:

1. ****Scope of Work:****

[Detail the specific services or tasks to be performed by the subcontractor.]

2. ****Timeline:****

[Specify the start date and expected completion date.]

3. ****Compensation:****

[Outline the payment terms, including the total amount, schedule of payments, and any conditions for payment.]

4. ****Confidentiality:****

[Include a confidentiality clause if necessary, detailing the handling of sensitive information.]

5. ****Standards of Performance:****

[Describe the expected performance standards and any relevant regulations or guidelines.]

6. ****Indemnification:****

[Include terms regarding indemnification for any claims arising from the subcontractor's work.]

7. ****Termination:****

[Outline the conditions under which either party may terminate the agreement.]

Please sign and return a copy of this letter to confirm your acceptance of these terms.

We look forward to a successful collaboration.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Contact Information]

****Acknowledgment and Acceptance****

I, [Subcontractor's Name], hereby accept the terms and conditions outlined in this engagement letter.

Signature: _____

Date: _____