

[Your Company Letterhead]

[Date]

[Subcontractor's Name]

[Subcontractor's Address]

[City, State, Zip Code]

Dear [Subcontractor's Name],

Subject: Subcontractor Assignment

We are pleased to inform you that you have been selected to perform subcontracted services for [Project Name/Description] under our contract with [Client's Name].

**\*\*Scope of Work\*\***

- Description of tasks and responsibilities
- Timeline for completion

**\*\*Compensation\*\***

- Payment terms
- Milestones (if applicable)

**\*\*Terms and Conditions\*\***

- Compliance with industry standards
- Insurance requirements
- Confidentiality agreements

Please sign and return a copy of this letter to acknowledge your acceptance of the assignment. If you have any questions or require further clarification, please do not hesitate to reach out.

Thank you for your cooperation and support.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Contact Information]

[Enclosure: Contract/Agreement Document]

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**\*\*Acknowledgment of Subcontractor Assignment\*\***

I, [Subcontractor's Name], hereby accept the terms of the subcontractor assignment as outlined in this letter.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_