

Date: [Insert Date]

To: [Subcontractor Company Name]

Address: [Subcontractor Address]

Attn: [Contact Name/Title]

Subject: Notice of Approved Subcontractor Status and Compliance Requirements

Dear [Contact Name],

We are pleased to inform you that [Your Company Name] has officially approved [Subcontractor Company Name] as an authorized subcontractor for [Project Name or Contract Reference].

This approval is contingent upon your ongoing adherence to our Corporate Subcontractor Policy. To maintain your status as an approved vendor, you are required to comply with the following standards:

- **Regulatory Compliance:** Strict adherence to all local, state, and federal laws and industry-specific regulations.
- **Safety Standards:** Compliance with our Health and Safety protocols and the provision of necessary PPE for all personnel.
- **Insurance Requirements:** Maintaining valid insurance coverage as specified in our agreement, including Workers' Compensation and General Liability.
- **Quality Control:** Delivery of goods and services that meet the technical specifications outlined in the Scope of Work.
- **Ethical Conduct:** Adherence to our Code of Conduct regarding anti-bribery, fair labor practices, and environmental sustainability.

Please find the full Subcontractor Policy Handbook attached. We require a signed acknowledgment of this policy within [Number] business days of receiving this letter.

Failure to maintain these compliance standards may result in the immediate suspension of work or termination of your approved status.

We look forward to a successful professional relationship.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

Acknowledgment:

I, the undersigned, hereby acknowledge receipt of the Subcontractor Policy and agree to comply with all stated requirements.

Signature: _____ Date: _____

Printed Name: [Name of Subcontractor Representative]