**Notice to Commence Work**

**(From Employer to Contractor)**  
**Subject:** Notice to Commence Work – Project [Project Name]

**To:** [Contractor's Name]  
**From:** [Employer's Name]  
**Date:** [Date]

Dear [Contractor's Name],

Pursuant to our contract dated [contract date] for the [project name] project, you are hereby instructed to commence work on [start date].

As per the contract, all mobilization and preparatory activities must be completed in accordance with the agreed schedule. Please ensure that all necessary permits, personnel, and equipment are in place to commence work as planned.

Kindly confirm receipt of this notice and your readiness to begin work as scheduled. Should you require any clarification, do not hesitate to contact us.

Sincerely,  
[Your Name/Your Position]  
[Your Contact Information]