

Consultancy Project Performance Evaluation

Date: [Insert Date]

To: [Consultant's Name]

From: [Your Name]

Subject: Performance Evaluation of [Project Name]

Dear [Consultant's Name],

We are writing to evaluate the performance of your consultancy services provided for the [Project Name] project, which commenced on [Start Date] and concluded on [End Date].

Objectives & Goals

The primary objectives of the project were to:

- [Objective 1]
- [Objective 2]
- [Objective 3]

Performance Analysis

In terms of performance, we assessed several key areas:

- **Quality of Work:** [Insert evaluation]
- **Timeliness:** [Insert evaluation]
- **Communication:** [Insert evaluation]
- **Stakeholder Satisfaction:** [Insert evaluation]

Conclusion

Overall, your contributions have [Insert summary of performance], and we appreciate the dedication and effort put into this project.

We look forward to your continued partnership in future projects.

Best regards,

[Your Name]

[Your Title]

[Your Organization]