

Performance Critique Letter

Date: [Insert Date]

To: [Subcontractor Name]

Address: [Subcontractor Address]

Dear [Subcontractor Contact Name],

Subject: Performance Review and Critique

We appreciate your ongoing partnership and the services you provide as a subcontractor. However, after conducting a recent performance review, we would like to address some specific areas of concern that have been affecting our project timelines and overall quality.

Areas for Improvement:

- **Timeliness:** We have noticed a consistent delay in project deliverables, specifically regarding [mention specific projects or tasks].
- **Quality of Work:** The quality of installations completed during [specific timeline] did not meet our agreed-upon standards, particularly related to [specify details].
- **Communication:** There have been lapses in communication that have caused misunderstandings and project setbacks. We expect more proactive updates on project statuses.

We encourage you to take these points seriously and implement necessary adjustments in your processes. We believe that addressing these issues will lead to a more successful collaboration moving forward.

We would like to schedule a meeting to discuss this critique in further detail and collaboratively formulate an action plan. Please let us know your availability in the upcoming week.

Thank you for your attention to these matters. We look forward to your prompt response.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Contact Information]