

Consulting Effectiveness Review

Date: [Insert Date]

To: [Consultant's Name]

From: [Your Name]

Subject: Consulting Effectiveness Review

Dear [Consultant's Name],

We appreciate the efforts you have put into our recent project titled "[Project Name]." This letter serves as a review of your consulting effectiveness throughout this engagement.

1. Objectives

Clearly state the consulting objectives in alignment with the project requirements.

2. Performance Evaluation

Provide feedback on specific areas of performance, such as:

- Expertise in the subject matter
- Communication skills
- Problem-solving abilities
- Timeliness and reliability

3. Impact Assessment

Discuss the outcomes of the consulting engagement and how it met the stated goals.

4. Recommendations

If applicable, provide constructive feedback and suggestions for future projects.

Thank you for your contributions. We look forward to your continued engagement with us.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]