

# Vendor Subcontractor Performance Review

Date: [Insert Date]

To: [Vendor Subcontractor Name]

Address: [Vendor Subcontractor Address]

## Subject: Performance Review Notification

Dear [Vendor Subcontractor Contact Name],

We hope this message finds you well. As part of our ongoing commitment to quality and performance, we are conducting a review of all our subcontractors' performance. This review will help us assess our partnerships and identify areas for improvement.

### Performance Review Criteria

- Quality of Work
- Timeliness of Deliverables
- Communication Effectiveness
- Adherence to Budget
- Compliance with Safety Standards

Please prepare the necessary documentation and evidence related to your performance in these areas, including:

- Project completion reports
- Feedback from our team
- Any incidents or challenges faced

### Review Meeting

We would like to schedule a meeting to discuss your performance review. Please let us know your availability for the following proposed dates:

- [Insert Date Option 1]
- [Insert Date Option 2]
- [Insert Date Option 3]

Thank you for your attention to this important matter. We look forward to your cooperation in this review process.

Sincerely,

[Your Name]

[Your Job Title]

[Your Company Name]

[Your Contact Information]