

Contractor Work Evaluation

Date: [Insert Date]

To: [Contractor's Name]

[Contractor's Address]

Dear [Contractor's Name],

We are writing to formally evaluate the work you completed on [Project Name] from [Start Date] to [End Date]. Overall, we appreciate your efforts and contributions to this project.

Evaluation Criteria

- **Quality of Work:** [Insert evaluation of quality]
- **Timeliness:** [Insert evaluation of timeliness]
- **Communication:** [Insert evaluation of communication]
- **Problem Solving:** [Insert evaluation of problem-solving abilities]

In summary, [Insert summary of evaluation]. We believe that your skills in [specific skills] are an asset, and we look forward to potentially working together in the future.

Thank you for your contributions to our project.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Contact Information]