

Contractor Performance Wrap-Up

Date: [Insert Date]

To: [Contractor Name]

From: [Your Company Name]

Subject: Performance Wrap-Up for [Project Name]

Dear [Contractor Name],

As we conclude the [Project Name] project, we would like to take a moment to review your performance and contributions throughout our collaboration.

Overview of Performance

Your team has demonstrated [positive attributes, e.g., professionalism, punctuality, quality of work]. This has had a significant impact on the overall success of the project.

Key Achievements

- [Achievement 1]
- [Achievement 2]
- [Achievement 3]

Areas for Improvement

While overall performance was satisfactory, we noted some areas where improvements can be made, including [Area 1, Area 2].

Overall Assessment

Based on our evaluation, we rate your overall performance as [Rating, e.g., Excellent, Satisfactory].

Thank you for your hard work and dedication throughout this project. We look forward to the opportunity to work together again in the future.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Contact Information]