

Subcontractor Performance Appraisal

Date: [Insert Date]

To: [Subcontractor's Name]

From: [Your Name/Company Name]

Subject: Performance Appraisal

Dear [Subcontractor's Name],

We are writing to provide you with feedback regarding your performance on our recent project, [Project Name]. This appraisal is part of our commitment to ensuring quality and fostering a productive working relationship with our subcontractors.

Performance Evaluation

- **Quality of Work:** [Comments]
- **Timeliness:** [Comments]
- **Communication:** [Comments]
- **Adherence to Safety Standards:** [Comments]
- **Overall Impression:** [Comments]

Areas for Improvement

[Detail any specific areas where improvement is necessary]

Future Opportunities

We appreciate your efforts and would like to discuss potential future projects where we could collaborate.

Thank you for your hard work and dedication. We look forward to your continued partnership.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]