

Subcontractor Performance Evaluation

Date: _____

To: [Subcontractor's Name]

Address: [Subcontractor's Address]

Dear [Subcontractor's Name],

This letter serves as a formal evaluation of your performance as a subcontractor for [Project Name/Description] completed on [Completion Date]. We appreciate your efforts and contributions to this project. Below are the details of your evaluation:

Performance Metrics

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

Strengths

[List specific strengths and positive aspects of the subcontractor's performance.]

Areas for Improvement

[List specific areas where the subcontractor can improve.]

We value the relationship we've built and look forward to the opportunity for continued collaboration. If you have any questions regarding this evaluation, please do not hesitate to reach out.

Thank you for your hard work and dedication.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]