

Subcontractor Performance Evaluation

Date: [Insert Date]

To: [Subcontractor Name]

Address: [Subcontractor Address]

Dear [Subcontractor Contact Name],

We are conducting a performance evaluation for the subcontractor work completed on [Project Name]. This letter serves as a formal assessment of your performance throughout the duration of the project.

Evaluation Criteria

- **Quality of Work:** [Score / Comments]
- **Timeliness:** [Score / Comments]
- **Communication:** [Score / Comments]
- **Safety Compliance:** [Score / Comments]
- **Overall Performance:** [Score / Comments]

Summary

Based on the evaluation criteria, your overall performance rating is [Overall Score]. We appreciate your efforts and contributions to this project and look forward to your continued collaboration.

Thank you for your work with us.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Contact Information]