

Invitation to Performance Evaluation Meeting

Dear [Subcontractor's Name],

We hope this message finds you well. We would like to invite you to a performance evaluation meeting scheduled for:

- **Date:** [Insert Date]
- **Time:** [Insert Time]
- **Location:** [Insert Location]

The purpose of this meeting is to discuss your performance on the recent projects as well as to evaluate any areas for improvement and collaboration moving forward.

Please confirm your availability for this meeting at your earliest convenience. We look forward to engaging in a constructive discussion.

Best regards,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]