

Subcontractor Evaluation Report

Date: [Insert Date]

To: [Subcontractor Name]

From: [Your Company Name]

Subject: Evaluation Report of Subcontractor Performance

Introduction

This report outlines the evaluation of [Subcontractor Name]'s performance for the project [Project Name]. The purpose of this evaluation is to assess their capabilities, compliance, and overall contribution to the project.

Evaluation Criteria

- Quality of Work
- Timeliness
- Communication
- Compliance with Safety Standards
- Cost Management

Performance Assessment

Criteria	Rating (1-5)	Comments
Quality of Work	[Rating]	[Comments]
Timeliness	[Rating]	[Comments]
Communication	[Rating]	[Comments]
Compliance with Safety Standards	[Rating]	[Comments]
Cost Management	[Rating]	[Comments]

Overall Performance Summary

[Insert summary of subcontractor performance based on the evaluation criteria.]

Recommendations

[Provide recommendations for improvement or commendations for good performance.]

Conclusion

We appreciate the efforts of [Subcontractor Name] and look forward to future collaborations.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Contact Information]