

# Subcontractor Performance Appraisal

Date: [Insert Date]

To: [Subcontractor Name]

From: [Your Name / Company Name]

Subject: Performance Appraisal

Dear [Subcontractor Name],

We are writing to provide you with feedback regarding your performance on the [Project Name] project. This appraisal is intended to recognize your contributions and identify areas for improvement.

## Performance Summary

- Quality of Work: [Insert feedback]
- Timeliness: [Insert feedback]
- Communication: [Insert feedback]
- Compliance with Safety Standards: [Insert feedback]

## Strengths

[List strengths]

## Areas for Improvement

[List areas for improvement]

## Future Recommendations

[Insert recommendations or expectations for future performance]

We appreciate your efforts and commitment to the project. Please feel free to reach out if you would like to discuss this appraisal in further detail.

Best regards,

[Your Name]

[Your Position]

[Your Company]

[Contact Information]