

Subcontractor Performance Summary

Date: [Insert Date]

To: [Subcontractor Name]

From: [Your Company Name]

Subject: Performance Summary for [Project Name]

Overview

This letter serves to summarize the performance of [Subcontractor Name] for the period of [Start Date] to [End Date] regarding the [Project Name].

Performance Metrics

- **Quality of Work:** [Description of quality, e.g., met/exceeded expectations]
- **Timeliness:** [Description of adherence to the schedule]
- **Communication:** [Description of communication effectiveness]
- **Compliance with Safety Standards:** [Description of safety performance]

Strengths

[List key strengths of subcontractor's performance]

Areas for Improvement

[List any areas where improvements are needed]

Conclusion

Overall, [Subcontractor Name] has demonstrated [summarize overall performance]. We look forward to continuing our collaboration on this project and appreciate your ongoing efforts.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Contact Information]