

Subcontractor Milestone Tracking and Performance Evaluation

Date: [Insert Date]

To: [Subcontractor Name]

From: [Your Company Name]

Subject: Milestone Tracking and Performance Evaluation

Dear [Subcontractor Name],

We are writing to provide you with an update on the milestones achieved and the performance evaluation for the [Project Name] as of [Evaluation Date]. Below are the details:

Milestone Tracking

| Milestone | Due Date | Status | Comments |
|---------------|------------|----------|------------|
| [Milestone 1] | [Due Date] | [Status] | [Comments] |
| [Milestone 2] | [Due Date] | [Status] | [Comments] |
| [Milestone 3] | [Due Date] | [Status] | [Comments] |

Performance Evaluation

Based on the progress and quality of work completed, we have assessed your performance as follows:

- Quality of Work: [Rating]
- Timeliness: [Rating]
- Communication: [Rating]
- Overall Performance: [Rating]

We appreciate your efforts and commitment to the project. Please take a moment to review the information above and let us know if you have any questions or need further clarification.

Sincerely,

[Your Name]

[Your Job Title]

[Your Company Name]

[Your Contact Information]