

# Daily Performance Report

Date: [Insert Date]

To: [Subcontractor Name]

From: [Your Company Name]

Subject: Daily Performance Report - [Project Name]

## Overview

This report summarizes the daily performance of the subcontractor on [Project Name] for the date mentioned above.

## Performance Summary

- Tasks Completed: [Number]
- Tasks In Progress: [Number]
- Tasks Pending: [Number]

## Details

Task	Assigned Workers	Status	Comments
[Task 1]	[Number]	[Completed/In Progress/Pending]	[Comments]
[Task 2]	[Number]	[Completed/In Progress/Pending]	[Comments]

## Incidents/Issues

[Detail any incidents or issues encountered during the day]

## Next Steps

[Outline the next steps or actions required]

Best Regards,

[Your Name]

[Your Position]

[Your Company Contact Information]