

# Subcontractor Performance Analysis

Date: [Insert Date]

To: [Subcontractor Name]

From: [Your Company Name]

Subject: Performance Analysis Review

Dear [Subcontractor Name],

We are conducting a performance analysis of your work on the [Project Name] project, and we would like to take this opportunity to provide you with our feedback and observations.

## Performance Metrics

- **Quality of Work:** [Rating/Comments]
- **Timeliness:** [Rating/Comments]
- **Communication:** [Rating/Comments]
- **Safety Compliance:** [Rating/Comments]

## Strengths

[List any strengths or positive aspects of subcontractor performance]

## Areas for Improvement

[List any areas where improvement is needed]

We appreciate your efforts and dedication to this project. Please feel free to reach out if you have any questions or would like to discuss this further.

Thank you.

Sincerely,

[Your Name]

[Your Job Title]

[Your Company Name]

[Your Contact Information]