

# Subcontractor Performance Evaluation Summary

Date: [Insert Date]

To: [Subcontractor Name]

From: [Your Company Name]

Subject: Performance Evaluation Summary

## Overview

This document provides a summary of the performance evaluation for the subcontractor services rendered by [Subcontractor Name] during the period of [Start Date] to [End Date].

## Evaluation Criteria

- Quality of Work
- Timeliness
- Communication
- Adherence to Budget
- Safety Compliance

## Performance Results

Criteria	Rating (1-5)	Comments
Quality of Work	[Rating]	[Comments]
Timeliness	[Rating]	[Comments]
Communication	[Rating]	[Comments]
Adherence to Budget	[Rating]	[Comments]
Safety Compliance	[Rating]	[Comments]

## Overall Performance Rating

[Overall Rating - Summary of Performance]

## Recommendations

[Insert Recommendations for Future Engagements]

## **Conclusion**

We appreciate your efforts and look forward to continuing our partnership in the future.

Best Regards,

[Your Name]

[Your Title]

[Your Company Name]