

Performance Review Summary

Date: [Insert Date]

To: [Subcontractor Name]

From: [Your Company Name]

Subject: Performance Review Communication

Dear [Subcontractor Name],

We are writing to share the results of your recent performance review conducted for the period of [Insert Period]. We appreciate your efforts and the contributions you have made toward our projects.

Performance Highlights

- Quality of Work: [Insert Summary]
- Timeliness: [Insert Summary]
- Communication: [Insert Summary]
- Adherence to Safety Standards: [Insert Summary]

Areas for Improvement

- [Insert Area 1]
- [Insert Area 2]
- [Insert Area 3]

We would like to discuss these findings with you in more detail to support your ongoing development. Please let us know your availability for a meeting in the coming days.

Thank you for your continued partnership.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]