

Subcontractor Performance Review Summary

Date: [Insert Date]

To: [Subcontractor Name]

From: [Your Company Name]

Project: [Project Name]

Performance Evaluation

Throughout the duration of the project, [Subcontractor Name] has demonstrated the following performance metrics:

- **Quality of Work:** [Description of quality assessment]
- **Timeliness:** [Description of timeliness assessment]
- **Communication:** [Description of communication assessment]
- **Safety Compliance:** [Description of safety compliance assessment]

Overall Rating

[Overall Rating - e.g., "Satisfactory", "Needs Improvement", etc.]

Recommendations

To improve future performance, we recommend:

- [Recommendation 1]
- [Recommendation 2]
- [Recommendation 3]

Conclusion

We appreciate the efforts of [Subcontractor Name] and look forward to continued collaboration in future projects.

Best Regards,
[Your Name]
[Your Title]
[Your Company Name]