

Quarterly Assessment Feedback

Date: [Insert Date]

To: [Subcontractor Name]

From: [Your Company Name]

Subject: Quarterly Performance Assessment Feedback

Dear [Subcontractor Name],

We appreciate your efforts and contributions over the past quarter. Below is a summary of your performance assessment:

Strengths:

- [Strength 1]
- [Strength 2]
- [Strength 3]

Areas for Improvement:

- [Improvement Area 1]
- [Improvement Area 2]
- [Improvement Area 3]

Next Steps:

We recommend focusing on the areas for improvement while continuing to develop your strengths. We look forward to discussing this feedback in our upcoming meeting on [Insert Date].

Thank you for your continued partnership.

Best Regards,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]