

Quarterly Performance Summary

Date: [Insert Date]

To: [Subcontractor Name]

From: [Your Company Name]

Subject: Quarterly Performance Summary for [Quarter/Year]

Performance Overview

Dear [Subcontractor Name],

We are writing to provide you with a summary of your performance during the [insert quarter, e.g., Q1 2023]. Your contributions are vital to our projects, and we appreciate your efforts.

Key Performance Indicators (KPIs)

- **Quality of Work:** [Details]
- **Timeliness:** [Details]
- **Compliance with Safety Standards:** [Details]
- **Communication and Responsiveness:** [Details]

Achievements

[Highlight major achievements and contributions made by the subcontractor]

Areas for Improvement

[Discuss any areas where performance can be improved]

Goals for Next Quarter

[Outline specific goals and expectations for the upcoming quarter]

Thank you for your hard work and dedication. We look forward to continuing our partnership and achieving great results together.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Contact Information]