

Subcontractor Task Success Assessment

Date: [Insert Date]

To: [Subcontractor Name]

From: [Your Company Name]

Subject: Assessment of Task Completion

Dear [Subcontractor Name],

We are writing to provide an assessment of the recent tasks assigned to your team as part of our collaboration on [Project Name]. Below is a summary of the evaluation:

Task Details

- Task Description: [Insert Description]
- Assigned Date: [Insert Date]
- Completion Date: [Insert Date]

Assessment Criteria

- Quality of Work: [Insert Rating]
- Timeliness: [Insert Rating]
- Communication: [Insert Rating]

Overall Assessment

[Provide a brief summary of the overall performance and outcome.]

Comments and Recommendations

[Insert any relevant comments or suggestions for future tasks.]

We appreciate your efforts and look forward to continuing our successful partnership.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]