

Subcontractor Performance Expectations

Date: [Insert Date]

To: [Subcontractor Name]

Address: [Subcontractor Address]

Dear [Subcontractor Name],

This letter serves to outline the performance expectations for [Project Name/Description]. It is essential that all subcontractors understand their roles and responsibilities to ensure the success of the project.

Performance Expectations

- **Quality of Work:** All work must meet industry standards and comply with project specifications.
- **Timeliness:** All deadlines must be adhered to, with regular updates provided on progress.
- **Communication:** Maintain open and regular communication with the project manager and other team members.
- **Compliance:** All work must meet local regulations and safety standards.
- **Problem-Solving:** Address any issues proactively and provide solutions to any challenges encountered.

We value the contribution of our subcontractors and expect the highest level of professionalism. Please acknowledge receipt of this letter and confirm your understanding of the outlined expectations by [Response Date].

Thank you for your attention to these important matters. We look forward to your cooperation.

Sincerely,
[Your Name]
[Your Position]
[Your Company]
[Contact Information]