

Performance Expectations Letter

Date: [Insert Date]

To: [Subcontractor's Name]

[Subcontractor's Address]

Dear [Subcontractor's Contact Name],

We are pleased to engage you as our subcontractor for [Project/Service Name]. As part of our partnership, we would like to outline our performance expectations to ensure a successful collaboration.

Performance Expectations

- **Quality of Work:** Maintain high standards of quality as per the project specifications.
- **Timeliness:** Complete all assigned tasks within the agreed-upon deadlines.
- **Communication:** Provide regular updates on progress and any potential issues.
- **Compliance:** Adhere to all relevant regulations and guidelines throughout the project.
- **Cost Management:** Ensure that all work is completed within the established budget.

We believe that clear communication and mutual respect will lead to our shared success. If you have any questions or require further clarification on any of the points mentioned, please do not hesitate to reach out.

We look forward to a successful partnership.

Sincerely,

[Your Name]

[Your Job Title]

[Your Company Name]

[Your Company Address]

[Your Contact Information]