

Subcontractor Productivity Evaluation

Date: [Insert Date]

To: [Subcontractor Name]

From: [Your Company Name]

Subject: Productivity Evaluation for [Project Name]

Dear [Subcontractor Name],

We appreciate the ongoing efforts of your team on the [Project Name]. As part of our commitment to maintaining quality and efficiency, we have conducted a productivity evaluation for your work on this project.

Evaluation Summary

- **Scope of Work:** [Brief Description]
- **Evaluation Period:** [Start Date] to [End Date]
- **Key Performance Indicators:**
 - [KPI 1]
 - [KPI 2]
 - [KPI 3]

Findings

[Summary of findings, including strengths and areas for improvement]

Recommendations

[Suggestions for enhancing productivity]

We would like to set up a meeting to discuss these findings in detail and explore ways to support your efforts moving forward. Please let us know your availability for next week.

Thank you for your continued collaboration.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]