

Performance Appraisal Letter

Date: [Insert Date]

[Vendor Name]

[Vendor Address]

[City, State, Zip Code]

Dear [Vendor Name],

We are pleased to inform you that we have completed the performance appraisal for your services over the past [insert time period]. We appreciate your partnership and would like to provide you with feedback regarding your performance.

Performance Summary

Your overall performance has been [insert performance level, e.g., "satisfactory," "above expectations"], with notable strengths in the following areas:

- Quality of Service: [details]
- Timeliness: [details]
- Communication: [details]

Areas for Improvement

We have identified the following areas for improvement:

- [Area for Improvement 1]
- [Area for Improvement 2]

We value your contributions and believe that with some adjustments, we can enhance our collaboration further. We recommend scheduling a meeting to discuss your performance and strategies for improvement.

Thank you for your continued partnership. We look forward to our future endeavors together.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]