

Subcontractor Engagement Evaluation

Date: [Date]

To: [Subcontractor's Name]

[Subcontractor's Address]

Dear [Subcontractor's Name],

We are writing to formally evaluate the engagement and performance of your services as a subcontractor for [Project Name]. This evaluation aims to assess the quality of work delivered, adherence to timelines, and overall collaboration with our team.

Evaluation Criteria

- **Quality of Work:** [Comments on quality]
- **Timeliness:** [Comments on deadlines]
- **Communication:** [Comments on communication]
- **Problem-Solving:** [Comments on problem resolution]

Overall Assessment

[Overall comments and summary]

We appreciate your contributions to the project and look forward to your continued partnership. Please feel free to reach out if you have any questions or require further clarification on this evaluation.

Best regards,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]