

Subcontractor Performance Review Template

Date: _____

To: _____

From: _____

Subject: Subcontractor Performance Review

Introduction

This letter serves as a formal performance review for the subcontractor, **[Subcontractor Name]**, regarding their performance on the **[Project Name]**.

Performance Criteria

- **Quality of Work:** Evaluate the quality of materials and workmanship.
- **Timeliness:** Assess adherence to deadlines and project schedule.
- **Communication:** Review effectiveness in communication with the project team.
- **Compliance:** Check adherence to safety standards and regulations.
- **Cost Control:** Evaluate ability to manage project budgets and expenses.

Performance Ratings

Criteria	Rating (1-5)	Comments
Quality of Work	_____	_____
Timeliness	_____	_____
Communication	_____	_____
Compliance	_____	_____
Cost Control	_____	_____

Overall Performance Summary

Overall Rating: _____

Summary Comments: _____

Recommendations

Based on this review, the following recommendations are made:

- _____
- _____
- _____

Conclusion

This review will be discussed in detail during our upcoming meeting on **[Date]**. We appreciate your hardworking contributions and look forward to your continued success.

Sincerely,

[Your Name]

[Your Title]

[Your Company]