

Annual Supplier Performance Appraisal

Date: [Insert Date]

To: [Supplier Name]

Address: [Supplier Address]

Dear [Supplier Contact Name],

We are writing to provide you with the annual performance appraisal for your services/products provided to [Your Company Name] during the past year. This appraisal evaluates various aspects of our partnership and identifies areas for improvement.

Performance Evaluation Criteria

- Quality of Products/Services: [Rating]
- Delivery Timeliness: [Rating]
- Communication: [Rating]
- Responsiveness: [Rating]
- Pricing: [Rating]

Summary of Performance

[Provide a brief summary of the overall performance, highlighting strengths and areas for improvement.]

Goals for Next Year

[List specific goals or expectations for the next year to guide improvement.]

We value our relationship with you and hope to continue working together to achieve mutual success. Please feel free to reach out if you have any questions or wish to discuss this appraisal further.

Best Regards,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]