

Supplier Performance Appraisal

Date: [Insert Date]

To: [Supplier Name]

From: [Your Company Name]

Subject: Performance Appraisal Results

Dear [Supplier Name],

We would like to take this opportunity to inform you about the results of our recent performance appraisal for your services provided to [Your Company Name]. The appraisal period covered [Insert Period]. We appreciate your efforts and the services rendered.

Performance Metrics

- Quality of Products: [Rating/Comments]
- Delivery Timeliness: [Rating/Comments]
- Communication: [Rating/Comments]
- Customer Service: [Rating/Comments]

Overall Assessment

Your overall performance rating is: [Overall Rating]

Strengths

[List any specific strengths observed during the appraisal period.]

Areas for Improvement

[List any areas for improvement noted during the appraisal.]

We value our partnership and look forward to discussing your performance in detail. Please feel free to reach out for any clarifications or to schedule a meeting.

Thank you for your continued cooperation.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]