

Contractor Evaluation Summary

Date: [Insert Date]

To: [Contractor's Name]

From: [Your Name]

Subject: Contractor Evaluation Summary

Evaluation Overview

This summary outlines the evaluation results for the contractor's performance on the [Project Name] project.

Performance Criteria

- **Quality of Work:** [Insert Rating] - [Comments]
- **Timeliness:** [Insert Rating] - [Comments]
- **Communication:** [Insert Rating] - [Comments]
- **Compliance with Budget:** [Insert Rating] - [Comments]
- **Safety Standards:** [Insert Rating] - [Comments]

Recommendations

[Insert any recommendations for future projects or areas of improvement]

Conclusion

Overall, we appreciate the contractor's efforts and contributions to the project. We look forward to future collaborations.

Sincerely,

[Your Name]

[Your Title]

[Your Company]