

Contractor Performance Appraisal

Date: _____

To: [Contractor's Name]

From: [Your Company Name]

Subject: Performance Appraisal Review

Dear [Contractor's Name],

We are writing to provide you with your performance appraisal based on the work completed during the review period of [Start Date] to [End Date]. Thank you for your contributions and efforts in the projects assigned.

Performance Assessment Criteria

Criteria	Rating (1-5)	Comments
Quality of Work	[Rating]	[Comments]
Timeliness	[Rating]	[Comments]
Communication	[Rating]	[Comments]
Problem-Solving Skills	[Rating]	[Comments]
Adherence to Safety Standards	[Rating]	[Comments]

Overall Feedback

[Insert overall feedback and recommendations for improvement]

Future Goals

[Set goals for the next appraisal period]

We appreciate your hard work and dedication. If you have any questions regarding this appraisal, please feel free to reach out.

Sincerely,

[Your Name]

[Your Job Title]

[Your Company Name]