

# Contractor Performance Evaluation

Date: [Insert Date]

To: [Contractor's Name]

[Contractor's Company]

[Address]

[City, State, Zip Code]

Dear [Contractor's Name],

We are writing to evaluate the performance of your services as our contractor for the [Project Name/Description] which commenced on [Start Date] and concluded on [End Date].

## Performance Assessment

**Quality of Work:** [Evaluation of the quality of work produced.]

**Timeliness:** [Assessment of project timelines and deadlines met.]

**Communication:** [Feedback on communication and responsiveness.]

**Compliance:** [Evaluation of adherence to safety and regulatory compliance.]

## Overall Rating

Your overall performance has been rated as [Insert Rating: Excellent/Good/Fair/Poor].

## Recommendations

[Insert any recommendations for improvement or commendations on tasks well done.]

We appreciate the efforts put forth in this project and look forward to potential future collaborations.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Contact Information]