

# Contractor Performance Summary

Date: [Insert Date]

To: [Contractor's Name]

From: [Your Name]

Subject: Contractor Performance Summary for [Project Name]

## Project Overview

[Brief description of the project]

## Performance Metrics

- Timeliness: [Rating/Comments]
- Quality of Work: [Rating/Comments]
- Communication: [Rating/Comments]
- Compliance with Contractual Obligations: [Rating/Comments]

## Strengths

[List strengths observed during the contract period]

## Areas for Improvement

[List areas where improvement is needed]

## Conclusion

[Summary of overall performance and any recommendations for future projects]

Thank you for your continued efforts.

Sincerely,

[Your Name]

[Your Position]

[Your Company]