

# Contractor Performance Review

Date: [Insert Date]

To: [Contractor's Name]

From: [Your Name/Company]

Subject: Performance Review for [Contractor's Project/Service]

Dear [Contractor's Name],

We would like to take this opportunity to review your performance on the [specific project/service]. This review is intended to provide feedback on your work and suggest areas for improvement.

## Performance Assessment

- **Quality of Work:** [Description]
- **Timeliness:** [Description]
- **Communication:** [Description]
- **Professionalism:** [Description]

## Areas of Improvement

[Description of areas where improvement is needed]

## Overall Rating

[Rating scale explanation, e.g., Excellent, Good, Satisfactory, Needs Improvement]

Overall Rating: [Insert Rating]

## Conclusion

We appreciate your contributions and look forward to seeing continued improvement in the areas noted above. Please feel free to reach out if you have any questions or require further clarification.

Best Regards,

[Your Name]

[Your Position]

[Your Company]