

Subcontractor Competency Appraisal

Date: [Insert Date]

To: [Subcontractor Name]

Address: [Subcontractor Address]

Dear [Subcontractor Name],

We are writing to conduct a competency appraisal of your services as our subcontractor. The purpose of this appraisal is to assess your performance, capabilities, and overall contribution to our projects.

Performance Evaluation

- Quality of Work: [Insert Evaluation]
- Timeliness: [Insert Evaluation]
- Communication: [Insert Evaluation]
- Safety Compliance: [Insert Evaluation]

Competency Areas

Please provide relevant documentation and evidence to support your competencies in the following areas:

- Technical Skills
- Project Management
- Team Collaboration

We would appreciate your feedback on your experiences and any challenges you faced during the project. Your input is invaluable to our continuous improvement.

Please submit your response by [Insert Due Date]. If you have any questions, do not hesitate to reach out.

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Contact Information]