

Subcontractor Engagement Performance Assessment

Date: [Insert Date]

To: [Subcontractor Name]

From: [Your Company Name]

Subject: Performance Assessment for [Project Name]

Dear [Subcontractor Name],

We would like to take this opportunity to assess your performance as a subcontractor engaged in the [Project Name] project. Your contributions are critical to the success of our collaboration, and we value your input in this assessment.

Performance Criteria

- Quality of Work: [Comments on quality]
- Timeliness: [Comments on deadlines adherence]
- Communication: [Comments on responsiveness and clarity]
- Compliance: [Comments on adherence to standards]
- Overall Satisfaction: [Comments on overall experience]

Summary

Based on the assessment criteria, we have rated your performance as follows:

- Quality of Work: [Rating]
- Timeliness: [Rating]
- Communication: [Rating]
- Compliance: [Rating]
- Overall Satisfaction: [Rating]

We appreciate your hard work and dedication. Please feel free to reach out if you would like to discuss the assessment in further detail or have any feedback for us.

Thank you for your contributions to [Project Name]. We look forward to continuing our partnership.

Best regards,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]