

Performance Evaluation Feedback

Date: [Insert Date]

To: [Subcontractor Name]

Address: [Subcontractor Address]

Dear [Subcontractor Name],

We would like to take this opportunity to provide you with feedback on your performance as a subcontractor for our recent project, [Project Name]. Overall, we appreciate your contributions and would like to highlight the following points:

Strengths:

- Quality of Work: [Describe quality of the work provided]
- Communication: [Describe effectiveness of communication]
- Timeliness: [Describe ability to meet deadlines]

Areas for Improvement:

- [Specify area for improvement]
- [Specify area for improvement]

We encourage you to focus on the areas highlighted for improvement in your future projects. We value our partnership and look forward to working together again.

Thank you for your efforts and dedication.

Sincerely,

[Your Name]

[Your Position]

[Your Company]