

Subcontractor Performance Summary

Date: [Insert Date]

To: [Client/Project Manager Name]

From: [Your Name/Company Name]

Subject: Performance Summary of Subcontractor [Subcontractor Name]

Overview

This document provides a summary of the performance of the subcontractor [Subcontractor Name] for the period [Insert Period].

Key Performance Indicators

- Quality of Work: [Insert Rating/Comments]
- Timeliness: [Insert Rating/Comments]
- Cost Management: [Insert Rating/Comments]
- Communication: [Insert Rating/Comments]

Strengths

[List specific strengths or commendable actions of the subcontractor]

Areas for Improvement

[List specific areas where performance could be improved]

Conclusion

Overall, the subcontractor [Subcontractor Name] has shown [Insert Summary of Performance]. Future collaborations will benefit from focusing on [Insert Recommendations].

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]