

Contractor Appraisal Notification

Date: [Insert Date]

To: [Contractor's Name]

[Contractor's Address]

Dear [Contractor's Name],

We are writing to inform you of the upcoming appraisal of your services as a contractor for [Project/Company Name]. Your performance will be evaluated based on the quality of work, adherence to deadlines, and overall collaboration.

The appraisal will take place on [Insert Date] at [Insert Time], and will be conducted by [Evaluator's Name/Position]. We encourage you to provide any documentation or feedback you believe may contribute to this assessment.

Please confirm your availability for this appraisal at your earliest convenience.

Thank you for your attention to this matter and for your continued partnership.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Contact Information]