

# Subcontractor Evaluation Explanation

Date: [Insert Date]

To: [Insert Recipient's Name]

From: [Your Name]

Subject: Subcontractor Evaluation

Dear [Insert Recipient's Name],

I hope this message finds you well. I am writing to provide you with a detailed explanation of the evaluation for [Subcontractor Name], which was conducted on [evaluation date]. This evaluation was based on several key criteria that align with our project requirements and standards.

## Evaluation Criteria

- **Quality of Work:** [Explain the quality of work observed]
- **Timeliness:** [Discuss adherence to project timelines]
- **Communication:** [Mention effectiveness of communication]
- **Safety Practices:** [Outline observed safety measures]
- **Compliance:** [State compliance with contractual obligations]

Each of these criteria was rated on a scale from 1 to 5, and the overall performance rating for [Subcontractor Name] was [Insert Rating].

## Conclusion

Based on this evaluation, we recommend [Insert Recommendation, e.g., continued partnership, additional training, etc.]. Should you have any questions or require further details, please feel free to reach out.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Company]