

# Contractor Performance Analysis

Date: [Insert Date]

To: [Contractor's Name]

[Contractor's Address]

Dear [Contractor's Name],

Subject: Contractor Performance Analysis

We have conducted a detailed evaluation of your performance on the [Project Name] from [Start Date] to [End Date]. This analysis aims to provide feedback on key performance indicators, strengths, and areas for improvement.

## Performance Evaluation Criteria

- Quality of Work
- Timeliness and Schedule Adherence
- Communication and Responsiveness
- Cost Management

## Performance Summary

**Quality of Work:** [Insert Evaluation]

**Timeliness and Schedule Adherence:** [Insert Evaluation]

**Communication and Responsiveness:** [Insert Evaluation]

**Cost Management:** [Insert Evaluation]

## Strengths

[List Strengths]

## Areas for Improvement

[List Areas for Improvement]

We appreciate your efforts and look forward to your response to this analysis. Please feel free to reach out for any clarification or to discuss this further.

Thank you for your attention.

Sincerely,

[Your Name]

[Your Position]

[Your Company]