

Contractor Performance Evaluation Feedback

Date: [Insert Date]

To: [Contractor's Name]

From: [Your Name]

Subject: Performance Evaluation Feedback - Communication Effectiveness

Dear [Contractor's Name],

We appreciate your contributions to [Project Name/Contract Title] and would like to provide feedback regarding your performance, specifically focusing on communication effectiveness.

Strengths:

- Consistently provides timely updates on project status.
- Effectively addresses questions and concerns from the team.
- Demonstrates active listening skills during meetings.

Areas for Improvement:

- Consider providing more detailed explanations during status reports.
- Enhance clarity in written communication to avoid misunderstandings.

We believe that by focusing on these areas, your communication effectiveness can continue to improve, thereby enhancing overall project collaboration.

Thank you for your continued efforts, and we look forward to your responses and adjustments.

Best regards,

[Your Name]

[Your Position]

[Your Company]