

Contractor Performance Evaluation Feedback

Date: [Insert Date]

To: [Contractor's Name]

From: [Your Name / Your Company's Name]

Subject: Performance Evaluation for [Project Name]

Dear [Contractor's Name],

We would like to take this opportunity to provide you with feedback regarding your performance on the [Project Name] project, which was recently completed on [Completion Date].

Evaluation Summary

- **Quality of Work:** [Comments on the quality of work delivered]
- **Timeliness:** [Feedback on the adherence to project timelines]
- **Communication:** [Feedback on the clarity and frequency of communication]
- **Problem Solving:** [Comments on the ability to handle issues that arose]
- **Overall Satisfaction:** [Overall satisfaction and any additional remarks]

We appreciate your efforts and dedication throughout this project. Your contributions have played a vital role in achieving our goals.

For future projects, we encourage you to [Any recommendations for improvement or continued excellence].

Thank you for your hard work and professionalism. We look forward to the potential of working together again in the future.

Sincerely,

[Your Name]

[Your Position]

[Your Company's Name]

[Your Contact Information]