

Contractor Performance Evaluation

To: [Contractor's Name]

Date: [Insert Date]

Subject: Performance Evaluation Feedback on Responsiveness

Dear [Contractor's Name],

We appreciate your partnership and the efforts you have made during the project. This letter serves to provide feedback on your performance, specifically regarding responsiveness.

Evaluation Criteria:

- Timeliness of responses to inquiries
- Clarity in communication
- Proactive follow-up on issues

Feedback Summary:

Your responsiveness has shown significant strengths in certain areas:

- Your average response time to email communication is commendable, typically within [insert time frame].
- Regular updates on project status have kept our team informed and confident in your ability to manage tasks effectively.

However, there are areas for improvement:

- In some instances, follow-up on critical issues was delayed, which impacted project timelines.
- Enhancing the clarity of your communication could further streamline our collaborative efforts.

We encourage you to address these points to enhance your overall performance and strengthen our working relationship.

Thank you for your continued efforts, and we look forward to your improvements in responsiveness.

Sincerely,

[Your Name]

[Your Position]

[Your Company]