

# Contractor Evaluation and Non-Conformance Feedback

Date: [Insert Date]

To: [Contractor Name]

From: [Your Company Name]

Subject: Contractor Evaluation and Non-Conformance Feedback

Dear [Contractor Name],

We hope this message finds you well. As part of our ongoing commitment to quality and performance management, we have conducted an evaluation of your recent work on [Project Name]. We have identified certain areas that require attention and improvement.

## Evaluation Summary

- Project Timeliness: [Insert feedback]
- Quality of Work: [Insert feedback]
- Communication: [Insert feedback]
- Compliance with Safety Standards: [Insert feedback]

## Non-Conformance Issues Noted

1. [Non-conformance issue 1]
2. [Non-conformance issue 2]
3. [Non-conformance issue 3]

We request that you address these issues promptly and provide us with a corrective action plan by [Insert Due Date]. Your cooperation is vital for maintaining our standards and achieving successful project completion.

Thank you for your attention to these matters. We look forward to your response.

Sincerely,

[Your Name]

[Your Job Title]

[Your Company Name]

[Your Contact Information]