

Contractor Performance Report

Date: [Insert Date]

To: [Contractor's Name]

From: [Your Organization's Name]

Subject: Contractor Performance Report for [Project Name]

Project Details

Project Name: [Project Name]

Contract Number: [Contract Number]

Period of Performance: [Start Date] to [End Date]

Performance Overview

During the reporting period, your performance on the project has been evaluated based on the following criteria:

- Quality of Work: [Evaluation]
- Timeliness: [Evaluation]
- Communication: [Evaluation]
- Compliance with Specifications: [Evaluation]

Strengths

[List specific strengths noted during the evaluation]

Areas for Improvement

[List areas where improvement is necessary]

Recommendations

[Provide any recommendations for future work]

Conclusion

We appreciate your efforts on this project and look forward to your continued partnership. Please feel free to reach out if you have any questions or need further clarification.

Sincerely,

[Your Name]

[Your Title]

[Your Organization's Name]

[Your Contact Information]