

Contractor Performance Evaluation

Date: [Insert Date]

To: [Contractor's Name]

From: [Your Company Name]

Subject: Performance Evaluation during Construction

Dear [Contractor's Name],

We are writing to provide you with an evaluation of your performance on the [Project Name] as of [Evaluation Date]. This evaluation is crucial for assessing the progress and quality of work being performed.

Performance Criteria

- **Quality of Work:** [Comments on quality]
- **Timeliness:** [Comments on schedule adherence]
- **Communication:** [Comments on communication effectiveness]
- **Safety Compliance:** [Comments on safety practices]
- **Cooperation:** [Comments on teamwork and collaboration]

Overall Assessment

[Overall assessment summary]

Recommendations

[Recommendations for improvement or acknowledgment of excellent performance]

We appreciate your efforts thus far and look forward to continuing our partnership to successfully complete the project.

Best regards,

[Your Name]

[Your Position]

[Your Company Name]

[Contact Information]