

Contractor Innovation Results Evaluation

Date: [Insert Date]

To: [Contractor's Name]

From: [Your Name]

Subject: Evaluation of Innovation Results

Dear [Contractor's Name],

We are writing to provide an evaluation of the innovation results submitted by your team as part of our ongoing contract with [Project/Contract Name].

Summary of Innovation Initiatives

- Innovation Initiative 1: [Description]
- Innovation Initiative 2: [Description]
- Innovation Initiative 3: [Description]

Evaluation Criteria

- Effectiveness: [Score/Comments]
- Cost Savings: [Score/Comments]
- Implementation Speed: [Score/Comments]
- Overall Impact: [Score/Comments]

Overall Assessment

Based on our evaluation, we have determined that the overall performance of your innovation initiatives is [Exceptional/Good/Fair/Poor].

Recommendations for Future Initiatives

To enhance the effectiveness of future projects, we recommend: [Recommendations]

Please feel free to reach out if you have any questions or require further clarification regarding this evaluation.

Thank you for your continued partnership.

Sincerely,

[Your Name]

[Your Title]

[Your Company]