

# Contractor Performance Appraisal

Date: [Insert Date]

To: [Contractor's Name]

From: [Your Name]

Company: [Your Company Name]

Subject: Contractor Performance Appraisal

Dear [Contractor's Name],

We would like to take this opportunity to evaluate your performance over the past [insert time period]. We appreciate the work you have done and would like to provide you with feedback based on the following criteria:

## Performance Criteria:

- Quality of Work: [Insert Evaluation]
- Timeliness: [Insert Evaluation]
- Communication: [Insert Evaluation]
- Adherence to Budget: [Insert Evaluation]
- Overall Satisfaction: [Insert Evaluation]

Overall, [Insert Summary of Performance]. We appreciate your efforts and look forward to continuing our partnership. Please feel free to reach out if you have any questions or need further clarification.

Thank you for your hard work.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]