

Project Completion Evaluation

Date: [Insert Date]

To: [Contractor's Name]

[Contractor's Company Name]

[Contractor's Address]

Dear [Contractor's Name],

We are writing to formally evaluate the completion of the [Project Name] project, which was contracted to you on [Contract Start Date].

Project Overview

Project Scope: [Brief description of the project scope]

Completion Date: [Project Completion Date]

Evaluation Criteria

- Quality of Work: [Evaluation of quality]
- Adherence to Timeline: [Comments on timeline adherence]
- Communication: [Evaluation of communication]
- Budget Compliance: [Comments on budget adherence]

Overall Assessment

Based on the above criteria, we would like to express our overall satisfaction/dissatisfaction with the project's completion. [Provide a summary of your overall assessment].

Next Steps

We appreciate your hard work and dedication to this project. Please ensure that any remaining documentation is submitted by [Submission Date].

Thank you for your service, and we look forward to working with you on future projects.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]