

Contractor Project Performance Review

Date: [Insert Date]

To: [Contractor's Name]

From: [Your Name]

Subject: Project Performance Review for [Project Name]

Dear [Contractor's Name],

We would like to take this opportunity to review the performance of your team for the [Project Name] contract, which commenced on [Start Date]. This review aims to assess the progress and quality of work delivered thus far.

Performance Metrics

- On-time Delivery: [Insert Rating]
- Quality of Work: [Insert Rating]
- Communication: [Insert Rating]
- Adherence to Budget: [Insert Rating]

Strengths

[List any strengths demonstrated by the contractor]

Areas for Improvement

[List any areas where improvement is needed]

Conclusion

Overall, we appreciate your contributions to the project and look forward to continued collaboration. Please address the areas for improvement by our next review scheduled on [Next Review Date].

Thank you for your attention.

Sincerely,

[Your Name]
[Your Title]
[Your Organization]