

Contractor Performance Evaluation Warning

Date: [Insert Date]

To: [Contractor's Name]

Address: [Contractor's Address]

Dear [Contractor's Name],

Subject: Contractor Performance Evaluation Warning

We are writing to inform you of our concerns regarding your performance on the [Project Name/Contract Title] project. As per our records and evaluations, we have noted several areas where your performance has fallen short of the agreed standards and expectations.

Specifically, we would like to highlight the following issues:

- [Issue 1: Description]
- [Issue 2: Description]
- [Issue 3: Description]

We believe that addressing these issues promptly is crucial for the successful completion of the project. We urge you to take immediate corrective actions to improve your performance.

Failure to address these concerns may result in further actions, including potential termination of the contract. We would like to schedule a meeting to discuss this matter further and to explore how we can assist you in improving your performance.

Please confirm your availability for a meeting at your earliest convenience.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Contact Information]