

# Contractor Performance Improvement Notice

Date: [Insert Date]

To: [Contractor's Name]

From: [Your Name]

Subject: Contractor Performance Improvement Notice

Dear [Contractor's Name],

We are writing to formally notify you regarding the performance of your company in relation to the contract dated [Insert Contract Date]. While we appreciate your efforts thus far, we have identified several areas where improvement is necessary to meet the performance standards outlined in the contract.

## Areas of Concern:

- Quality of work delivered
- Timeliness of project milestones
- Communication and responsiveness

Please be advised that failure to address these concerns may result in further action, including potential termination of the contract. We suggest scheduling a meeting to discuss your improvement plan and how we can support you in this process.

We appreciate your attention to this matter and look forward to your prompt response.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]