

# Contractor Performance Appraisal

Date: [Insert Date]

To: [Contractor's Name]

[Contractor's Address]

Dear [Contractor's Name],

Subject: Performance Appraisal Review

We appreciate your efforts and contributions to the [Project Name] project. This letter serves to provide you with a formal performance appraisal for the duration of the project dated [Start Date] to [End Date].

## Performance Criteria

- Quality of Work: [Assessment]
- Timeliness: [Assessment]
- Communication: [Assessment]
- Safety Compliance: [Assessment]
- Cost Management: [Assessment]

## Overall Performance Rating

[Rating: Exceeds Expectations/Meets Expectations/Below Expectations]

## Strengths

[Detail specific strengths]

## Areas for Improvement

[Detail specific areas for improvement]

## Recommendations

[Detail any recommendations for future projects]

Thank you for your hard work and dedication. We look forward to continuing our collaboration on future projects.

Sincerely,

[Your Name]

[Your Title]

[Company Name]

[Contact Information]