

# Subcontractor Evaluation Report

Date: [Insert Date]

To: [Subcontractor's Name]

From: [Your Company Name]

Subject: Evaluation of Subcontractor Effectiveness for [Project Name]

Dear [Subcontractor's Name],

We are writing to provide an evaluation of your performance as a subcontractor on the [Project Name] project, which took place from [Start Date] to [End Date]. This evaluation is based on various criteria, including quality of work, adherence to timelines, communication effectiveness, and overall professionalism.

## Evaluation Criteria

- **Quality of Work:** [Insert evaluation details]
- **Adherence to Timelines:** [Insert evaluation details]
- **Communication Effectiveness:** [Insert evaluation details]
- **Professionalism:** [Insert evaluation details]

## Overall Assessment

[Insert a summary assessment of the subcontractor's performance]

## Recommendations

[Insert any recommendations for improvement or commendations for exceptional performance]

We appreciate your efforts on this project and look forward to your continued partnership. Should you have any questions regarding this evaluation, please feel free to contact us.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Contact Information]