

# Performance Feedback Letter

Date: [Insert Date]

To: [Subcontractor's Name]

Company: [Subcontractor's Company Name]

Address: [Subcontractor's Address]

Dear [Subcontractor's Name],

We would like to take this opportunity to provide you with performance feedback regarding your engagement on the [Project Name].

## Performance Overview

Throughout the duration of your work on our project, we have observed the following strengths:

- Quality of Work: [Specific examples of quality work]
- Timeliness: [Comments on meeting deadlines]
- Communication: [Feedback on communication skills]

## Areas for Improvement

While we appreciate your contributions, we have identified some areas for potential improvement:

- Site Safety Practices: [Observations regarding safety protocols]
- Documentation: [Comments on project documentation]
- Responsiveness: [Feedback on response times]

We believe that addressing these areas will enhance your overall performance and project outcomes. We encourage you to implement changes where necessary.

Thank you for your continued collaboration. We look forward to your response and are optimistic about your future contributions.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Contact Information]