

Performance Metrics Review

Date: [Insert Date]

To: [Subcontractor Name]

From: [Your Company Name]

Subject: Performance Metrics Review

Dear [Subcontractor Name],

We appreciate your ongoing efforts and contributions to the [Project Name] project. As part of our commitment to maintaining high standards and ensuring successful project delivery, we conduct performance metrics reviews regularly.

Performance Metrics Summary

- **Quality of Work:** [Insert Performance Metric]
- **Timeliness:** [Insert Performance Metric]
- **Safety Compliance:** [Insert Performance Metric]
- **Communication:** [Insert Performance Metric]

We have identified areas where you have excelled, as well as areas that require improvement. Our findings are detailed below:

Strengths

- [Insert Strength 1]
- [Insert Strength 2]

Areas for Improvement

- [Insert Area for Improvement 1]
- [Insert Area for Improvement 2]

We would like to schedule a meeting to discuss these metrics in detail and collaborate on strategies for improvement. Please suggest your availability for the upcoming week.

Thank you for your attention to this important matter. We look forward to your continued partnership and success on this project.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Contact Information]