

Subcontractor Performance Appraisal

Date: [Insert Date]

To: [Subcontractor's Name]

From: [Your Company's Name]

Subject: Performance Appraisal

Project Details

Project Name: [Insert Project Name]

Project Location: [Insert Location]

Contract Number: [Insert Contract Number]

Performance Evaluation

We are writing to provide an appraisal of your performance as a subcontractor on the aforementioned project. The evaluation is based on the following criteria:

- Quality of Work: [Insert Evaluation]
- Timeliness: [Insert Evaluation]
- Communication: [Insert Evaluation]
- Compliance with Safety Standards: [Insert Evaluation]
- Cost Management: [Insert Evaluation]

Summary

Your performance has been reviewed, and we appreciate your contributions to the project. The following recommendations are made for future projects:

[Insert Recommendations]

Conclusion

Thank you for your hard work and dedication. We look forward to continuing to work together successfully.

Sincerely,

[Your Name]

[Your Position]

[Your Company's Name]

[Contact Information]