

Contract Performance Assessment

Date: [Insert Date]

To: [Contractor's Name]

Address: [Contractor's Address]

Dear [Contractor's Name],

We are writing to provide you with an assessment of your performance under the contract dated [Insert Contract Date] for [Insert Contract Description]. This assessment is based on the criteria set forth in the contract and our observations over the assessment period from [Insert Start Date] to [Insert End Date].

Performance Criteria

- **Quality of Work:** [Provide assessment]
- **Timeliness:** [Provide assessment]
- **Communication:** [Provide assessment]
- **Compliance:** [Provide assessment]

Overall Performance Rating

Your overall performance rating for this assessment period is: [Insert Rating]

We appreciate your efforts and commitment to delivering quality results in this contract. Should you have any questions regarding this assessment, feel free to reach out.

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Title]

[Your Company]