

[Your Company Letterhead]

[Date]

[Subcontractor's Name]

[Subcontractor's Address]

[City, State, Zip Code]

Dear [Subcontractor's Contact Name],

Subject: Performance Evaluation

We are writing to provide you with a performance evaluation based on our recent collaboration on [Project Name]. This evaluation will cover several key performance indicators and provide feedback to help improve future projects.

****1. Quality of Work:****

- [Rating: Excellent / Good / Fair / Poor]

- Comments: [Detailed feedback on the quality of work delivered, including any specific examples]

****2. Timeliness:****

- [Rating: Excellent / Good / Fair / Poor]

- Comments: [Feedback on whether deadlines were met and the overall schedule adherence]

****3. Communication:****

- [Rating: Excellent / Good / Fair / Poor]

- Comments: [Feedback on the subcontractor's communication throughout the project, responsiveness, and clarity]

****4. Health and Safety Compliance:****

- [Rating: Excellent / Good / Fair / Poor]

- Comments: [Evaluation of adherence to safety protocols and regulations]

****5. Professionalism:****

- [Rating: Excellent / Good / Fair / Poor]

- Comments: [Assessment of attitude, work ethic, and collaboration with our team]

****Overall Performance Rating:****

- [Overall Rating: Excellent / Good / Fair / Poor]

- Additional Comments: [General feedback, strengths, and areas for improvement]

We appreciate the efforts and contributions made by your team during this project. We hope this evaluation serves as constructive feedback to assist in future endeavors.

Should you have any questions or require further clarification on any points discussed, please feel free to contact us.

Thank you for your partnership, and we look forward to working together again.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]