

[Your Company Letterhead]

[Date]

[Subcontractor's Name]

[Subcontractor's Address]

[City, State, Zip Code]

Dear [Subcontractor's Name],

Subject: Performance Evaluation

We are writing to formally evaluate your performance as a subcontractor for [Project Name/Description]. Your contributions have been assessed based on the following criteria: quality of work, adherence to deadlines, communication effectiveness, and overall professionalism.

Performance Evaluation:

1. ****Quality of Work:**** [Detailed feedback on quality]
2. ****Adherence to Deadlines:**** [Detailed feedback on timeliness]
3. ****Communication Effectiveness:**** [Detailed feedback on communication]
4. ****Overall Professionalism:**** [Detailed feedback on professionalism]

We appreciate your efforts and would like to discuss areas for improvement as well as commend the strengths you have demonstrated.

We look forward to your feedback and a possible meeting to discuss this evaluation further.

Best Regards,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]