

[Date]

[Contractor Name]

[Contractor Company Name, if applicable]

[Address]

Subject: Performance Review for Contract Period [Start Date] to [End Date]

Dear [Contractor Name],

This letter serves as a formal performance review regarding your services provided under the contract dated [Contract Date] for the [Project Name/Role] role.

Key Accomplishments:

- [Achievement 1]
- [Achievement 2]
- [Achievement 3]

Performance Assessment:

Based on our evaluation, your performance has been [Exemplary / Satisfactory / Needs Improvement]. You have consistently met the following deliverables: [List deliverables].

Areas for Development:

[List any specific areas where the contractor can improve or adjust their workflow to better align with project goals].

Contract Status:

[Select one: We look forward to continuing our collaboration for the remainder of the term / We would like to discuss a contract extension / We will be concluding the contract on the original end date].

Thank you for your contributions to [Company Name]. Please contact [Manager Name] if you wish to discuss this feedback in further detail.

Sincerely,

[Your Name]

[Your Title]

[Company Name]