

[Your Name]
[Your Job Title]
[Your Company Name]
[Date]

[Recipient Name]
[Recipient Job Title]
[Recipient Company Name]

Subject: Feedback Regarding End of Contract - [Project Name/Contract Number]

Dear [Recipient Name],

As our contract concludes on [Date], I would like to provide feedback regarding our professional engagement. I believe that sharing these insights will be beneficial for future collaborations.

Successes:

I particularly appreciated [mention a specific strength, e.g., the quality of deliverables or communication style]. The successful completion of [Specific Milestone] was a highlight of this partnership.

Areas for Improvement:

To enhance future projects, I suggest focusing on [mention a specific area, e.g., meeting deadlines or technical documentation]. Specifically, [briefly describe a specific challenge].

Overall Experience:

Overall, my experience working with you has been [positive/productive/satisfactory]. I value the effort put into [specific task] and hope this feedback is received constructively.

Thank you for your hard work throughout the duration of this contract. I wish you the best in your future endeavors.

Sincerely,

[Your Signature]

[Your Printed Name]