

Subject: Notification: Your Skill Assessment is Currently Pending

Dear [Applicant Name],

We are writing to inform you that your skill assessment for the position of [Job Title] is currently marked as **Pending**.

Our records indicate that the following action is required to move your application forward:

- [Action Item 1: e.g., Completion of online coding test]
- [Action Item 2: e.g., Submission of portfolio or certifications]

Please ensure that these requirements are completed by [Deadline Date]. Failure to complete the assessment by this time may result in the withdrawal of your application.

If you have already completed the assessment or believe this is an error, please contact [Department Name] at [Contact Email/Phone Number].

Thank you for your interest in joining [Company Name].

Best regards,

[Your Name]

[Your Title]

[Company Name]