

Date: [Insert Date]

To: [Hiring Manager Name]

Department: [Department Name]

Subject: Final Candidate Shortlist - [Job Title] - Batch: [Batch Number/Name]

Dear [Hiring Manager Name],

Following our high-volume recruitment drive for the [Job Title] position, I am pleased to submit the final shortlist of candidates for Batch [Batch Number].

After screening [Number] applicants through initial assessments and preliminary interviews, we have selected [Number] top-tier candidates who meet all technical requirements and cultural fit criteria.

Batch Summary:

- Total Candidates Submitted: [Number]
- Key Skills Verified: [Skill 1], [Skill 2], [Skill 3]
- Notice Periods: All candidates available within [Number] days.

Candidate Overview Table:

Candidate Name	Experience Level	Key Strength	Interview Score	Resume Link
[Name 1]	[Years]	[Highlight]	[Score]	[Link]
[Name 2]	[Years]	[Highlight]	[Score]	[Link]
[Name 3]	[Years]	[Highlight]	[Score]	[Link]

All candidate profiles, assessment results, and interview notes are attached for your review. Please let us know your preferred dates for the final stakeholder interviews so we can coordinate the scheduling immediately.

Best regards,

[Your Name]

[Your Title]

[Company Name] Recruitment Team