

[Date]

[Candidate Name]

[Candidate Address]

[City, State, Zip Code]

Subject: IT Proficiency Evaluation Results - [Job Title]

Dear [Candidate Name],

Thank you for participating in the technical assessment for the [Job Title] position at [Company Name] on [Date of Evaluation].

The purpose of this letter is to provide an overview of your IT proficiency evaluation. Our technical team has reviewed your performance across the following core competencies:

- **Software Proficiency:** [Score/Comments]
- **Technical Problem Solving:** [Score/Comments]
- **Systems Knowledge:** [Score/Comments]
- **Coding/Scripting Skills:** [Score/Comments]

Evaluation Summary:

[Insert summary of strengths and areas for improvement].

Based on these results, we have determined that your technical skills are [well-aligned / partially aligned / not currently aligned] with the requirements of this role. [Optional: Information regarding the next steps in the hiring process].

We appreciate the time and effort you put into this assessment. If you have any questions regarding this evaluation, please feel free to reach out.

Best regards,

[Your Name]

[Your Title]

[Company Name]