

[Date]

[Candidate Name]

[Candidate Address]

[City, State, Zip Code]

Dear [Candidate Name],

Thank you for participating in the administrative skill assessment for the [Job Title] position at [Company Name] on [Date of Test].

We are writing to inform you that we will not be moving forward with your application at this time. After reviewing the results of your assessment, we have decided to pursue other candidates whose results more closely align with the specific technical requirements of this role.

We appreciate the time and effort you took to complete the evaluation. Your interest in our company is valued, and we will keep your resume on file for future opportunities that may be a better match for your qualifications.

We wish you the best of luck in your current job search.

Sincerely,

[Your Name]

[Your Title]

[Company Name]