

[Date]

[Candidate Name]

[Candidate Address]

[City, State, Zip Code]

Dear [Candidate Name],

Thank you for participating in our data analysis skill assessment for the [Job Title] position. We appreciated the time and effort you invested in completing the technical exercise.

After reviewing your assessment results and comparing them with our current requirements, we have decided not to move forward with your application at this time. Our team was looking for specific proficiency levels in [mention 1-2 specific tools/skills, e.g., SQL optimization or data visualization] that closely align with our immediate project needs.

We will keep your resume on file for future openings that may be a better match for your technical background. We wish you the best of luck in your job search and your professional development.

Best regards,

[Your Name]

[Your Title]

[Company Name]