

[Date]

[Candidate Name]

[Candidate Address]

[City, State, Zip Code]

Dear [Candidate Name],

Thank you for participating in our recent language proficiency assessment for the [Job Title] position.

We are writing to inform you that, after reviewing your assessment results, you did not meet the minimum language proficiency requirements necessary for this specific role at this time. As a result, we will not be moving forward with your application.

We appreciate the time and effort you invested in the testing process. We will keep your resume on file for future openings that may be a better match for your skills and qualifications.

We wish you the best of luck in your job search and future professional endeavors.

Sincerely,

[Your Name]

[Your Title]

[Company Name]