

[Date]

[Applicant Name]

[Applicant Address]

[City, State, Zip Code]

Dear [Applicant Name],

Thank you for participating in our recruitment process and completing the [Name of Assessment/Test] for the [Job Title] contract position.

We have carefully reviewed the results of your assessment. We regret to inform you that your score did not meet the minimum requirements necessary to proceed to the next stage of our selection process. As a result, we will not be moving forward with your application for this assignment.

We appreciate the time and effort you invested in this evaluation. We will keep your details on file for future opportunities that may better align with your skill set.

We wish you the best of luck in your professional endeavors.

Sincerely,

[Your Name]

[Your Title]

[Company Name]