

[Your Name]
[Your Job Title]
[Company Name]
[Date]

[Candidate Name]
[Candidate Address]
[City, State, Zip Code]

Dear [Candidate Name],

Thank you for taking the time to interview with [Company Name] for the [Job Title] position on [Date of Interview]. It was a pleasure learning more about your background and professional experience.

Following our internal review process, we would like to provide you with feedback regarding your performance during the interview. Our evaluation was based on the core competencies required for this role, including [Skill 1], [Skill 2], and [Skill 3].

Strengths:

We were particularly impressed with [mention a specific strength or positive example]. Your experience in [specific area] aligns well with our team's goals, and your answers regarding [specific topic] demonstrated a strong understanding of [industry/technical concept].

Areas for Development:

While your qualifications are strong, the panel noted that [mention area for improvement, e.g., more specific examples of project management or deeper knowledge of a specific software]. Strengthening your skills in [Area] would further enhance your profile for future opportunities within this field.

Final Decision:

[Select one: At this time, we have decided to move forward with another candidate / We would like to invite you to a second round of interviews.]

We appreciate the interest you have shown in [Company Name]. We will keep your resume on file for future openings that may match your skillset. We wish you the best of luck in your job search and professional endeavors.

Sincerely,

[Signature]
[Your Printed Name]