

Date: [Insert Date]

Subject: Interview Feedback - [Candidate Name] - [Job Title]

Dear [Candidate Name],

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

I am writing to provide you with feedback regarding your interview performance and our final decision.

Strengths:

- [Insert Strength, e.g., Strong technical knowledge of software development]
- [Insert Strength, e.g., Excellent communication and interpersonal skills]
- [Insert Strength, e.g., Relevant experience in project management]

Areas for Improvement:

- [Insert Area, e.g., Specific experience with cloud-based infrastructure]
- [Insert Area, e.g., Proficiency in secondary language requirements]

Final Decision:

[Option 1: We are pleased to offer you the placement... / Option 2: After careful consideration, we have decided to move forward with another candidate whose profile more closely aligns with our current needs.]

We appreciate your interest in [Company Name] and wish you the best of luck in your future career endeavors.

Best regards,

[Your Name]

[Your Title]

[Company Name]