

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

[Client Name]
[Client Job Title]
[Client Company Name]

Subject: Candidate Assessment Following Interview - [Candidate Name]

Dear [Client Name],

Thank you for the opportunity to facilitate the interview between your team and [Candidate Name] on [Date] for the [Job Title] position.

Following our internal review and the feedback received, I have attached a detailed assessment of the candidate. This summary includes:

- Key technical competencies demonstrated during the interview.
- Alignment with your company culture and team values.
- Specific strengths and potential areas for professional development.
- Final recommendation regarding their suitability for the role.

We would appreciate hearing your thoughts on how the candidate performed from your perspective. Please let us know if you would like to proceed to the next stage of the hiring process or if you require any further information.

I look forward to discussing this with you soon.

Best regards,

[Your Signature]
[Your Phone Number]
[Your Email Address]