

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

Dear [Hiring Manager Name],

Thank you for participating in the interview process for the [Job Title] position. Following the recent interview with [Candidate Name], please find the talent acquisition feedback summary below:

- **Candidate Name:** [Candidate Name]
- **Interview Date:** [Date]
- **Role:** [Job Title]

Core Competencies & Strengths:

[Insert details regarding technical skills, relevant experience, and specific achievements mentioned during the interview.]

Culture Fit & Soft Skills:

[Insert details regarding communication style, alignment with company values, and teamwork.]

Areas for Development / Concerns:

[Insert any gaps in experience, lack of specific skills, or concerns raised during the discussion.]

Overall Assessment:

Recommendation: [Move to Next Round / Hold / Decline]

Notes: [Additional comments or justifications for the recommendation.]

Please let me know your thoughts and how you would like to proceed with this candidate by [Date].

Best regards,

[Your Name]
Talent Acquisition Team
[Company Name]