

Date: [Date]

To: [Client Name/Hiring Manager]

Company: [Client Company Name]

Subject: Technical Assessment Summary - [Candidate Name]

Dear [Client Name],

I have completed the technical evaluation for [Candidate Name], who is applying for the position of [Job Title]. Below is a summary of the assessment findings:

**Technical Proficiency:**

- Core Skills: [List technologies/languages tested]
- Proficiency Level: [Junior/Mid/Senior/Expert]
- Key Strengths: [Note specific technical areas where candidate excelled]

**Assessment Results:**

- Live Coding/Problem Solving: [Score or Pass/Fail]
- Architecture & Design: [Brief observation]
- Debugging & Error Handling: [Brief observation]

**Soft Skills & Communication:**

[Describe how the candidate explained their logic and responded to technical challenges.]

**Overall Recommendation:**

[Strongly Recommend / Recommend / Do Not Recommend]

**Evaluator Comments:**

[Additional notes on culture fit or specific technical concerns.]

Best regards,

[Your Name]

[Your Title]

[Your Company/Agency Name]