

**Date:** [Insert Date]

**Subject:** Outcome of Candidate Placement Process Review - [Candidate Name]

Dear [Hiring Manager Name],

We have completed the formal review of the placement process for **[Candidate Name]** regarding the position of **[Job Title]** within the **[Department Name]**.

The purpose of this review was to evaluate the efficiency, compliance, and alignment of the recruitment steps taken. Below is a summary of our findings:

- **Sourcing and Screening:** [Briefly describe if the candidate pool met requirements]
- **Interview Performance:** [Briefly describe evaluation results]
- **Verification:** [Status of background checks, references, and credentials]
- **Alignment:** [How the candidate's skills match the specific project or role needs]

**Review Status:** [Approved / Pending / Requires Adjustment]

**Recommended Next Steps:**

[Insert Action Item 1]

[Insert Action Item 2]

Please let us know if you have any questions regarding this evaluation or if further documentation is required to finalize the placement.

Sincerely,

[Your Name]

[Your Job Title]

[Your Department/Organization]