

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

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

Subject: Shortlist Review and Calibration Feedback - [Project/Job Title]

Dear [Client Name],

Thank you for taking the time to review the initial shortlist of candidates for the [Job Title] position. Following our discussion on [Date], I would like to formalize the feedback and ensure our search remains aligned with your expectations.

Feedback Summary:

- **Candidate Strengths:** [Mention what the client liked, e.g., technical depth, industry experience].
- **Areas for Calibration:** [Mention what was missing, e.g., leadership scale, specific software proficiency].
- **Status of Current Shortlist:** [List which candidates are moving to interviews and which are declined].

Adjusted Search Parameters:

Based on your insights, we will refine our search to prioritize [Specific Skill/Attribute] and de-emphasize [Lower Priority Factor]. This shift will ensure the next round of profiles is even more targeted to your team's culture and needs.

Next Steps:

1. I will schedule interviews for [Candidate Names] for the week of [Date].
2. Our team will present a secondary batch of calibrated candidates by [Date].
3. [Other Action Item].

Please let me know if there are any other nuances we should consider as we move forward. We are committed to finding the right fit for [Company Name].

Best regards,

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