

Subject: Recruitment Update: [Position Name] - Search Recalibration & Feedback

Dear [Recruiter/Hiring Partner Name],

I would like to provide an update regarding the search for the [Position Name] role. After reviewing the initial round of candidates, we have decided to recalibrate our requirements to better align with the evolving needs of the team.

Feedback on Initial Candidates:

While the technical skills presented were strong, we found that [mention specific gap, e.g., leadership experience / specific software proficiency / industry background] was missing from the pool. Specifically, [Candidate Name] was close, but lacked [specific attribute].

Updated Candidate Profile:

Moving forward, please prioritize the following criteria:

- [Requirement 1: e.g., Minimum 5 years of direct management experience]
- [Requirement 2: e.g., Strong proficiency in Python and SQL]
- [Requirement 3: e.g., Previous experience in the SaaS industry]

Adjustment in Focus:

We are now placing more emphasis on [Primary Focus Area] rather than [Previous Focus Area]. We are also [increasing/decreasing] the target salary range to [New Salary Range] to attract the necessary talent level.

Next Steps:

Please pause outreach on the previous profile and begin sourcing against these updated requirements. I would like to review a new shortlist of 3-5 candidates by [Date].

Let me know if you would like to schedule a brief call to discuss these changes in more detail.

Best regards,

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