

Date: [Insert Date]

Candidate Name: [Insert Candidate Name]

Position Applied For: Resume Layout Designer / Document Specialist

Dear [Insert Candidate Name],

Thank you for participating in our assessment process for the Resume Layout Services position. We have completed our review of your design portfolio and the practical layout test you submitted.

Our evaluation focused on the following criteria:

- **Visual Hierarchy:** Ability to guide the reader's eye to key professional achievements.
- **Typography and Readability:** Selection of fonts, font sizes, and line spacing for optimal clarity.
- **Technical Formatting:** Proficiency in margins, alignment, and bullet point consistency.
- **ATS Compatibility:** Ensuring the layout remains machine-readable while maintaining aesthetic appeal.

**Assessment Summary:**

[Insert feedback regarding strengths, such as "Excellent use of white space" or "Strong attention to detail in contact header design"].

[Insert areas for improvement, if any, such as "Suggested improvements for section spacing" or "Color contrast considerations"].

**Final Result:** [Pass / Fail / Requires Further Interview]

We will contact you within [Insert Number] business days regarding the next steps in our hiring process.

Sincerely,

[Your Name]

[Your Job Title]

[Company Name]