

Subject: Feedback on Your Resume Formatting - [Candidate Name]

Dear [Candidate Name],

Thank you for submitting your resume to [Recruitment Agency Name]. As part of our recruitment process, our team has completed a formatting evaluation of your profile to ensure it aligns with current industry standards and Applicant Tracking Systems (ATS).

Based on our review, here are our observations regarding your resume layout:

- **Structure:** [Insert feedback on flow and sections]
- **Readability:** [Insert feedback on fonts and spacing]
- **ATS Compatibility:** [Insert feedback on keywords and file type]
- **Professional Impact:** [Insert feedback on visual presentation]

Next Steps:

[Option A: Your resume is professional and ready for submission to employers.]

[Option B: We recommend the following adjustments before we present your profile to our clients: (List specific changes).]

If you have any questions regarding this evaluation or would like assistance in refining your document, please feel free to reach out.

Best regards,

[Your Name]

[Your Title]

[Recruitment Agency Name]