

Subject: Cultural Fit Assessment: [Candidate Name] for [Position Name]

Dear [Assessment Provider/Internal Evaluator Name],

We are currently in the advanced stages of the executive search for the [Position Name] role. We have identified [Candidate Name] as a top finalist and would like to proceed with a formal Cultural Fit Assessment.

The objective of this assessment is to determine how well the candidate's leadership style, values, and behavioral traits align with [Company Name]'s organizational culture and the specific requirements of the executive team.

Please focus the evaluation on the following core areas:

- Alignment with company mission and values.
- Communication and collaboration style.
- Adaptability to our current organizational structure.
- Decision-making approach under pressure.

Attached you will find the candidate's CV, the job description, and our internal culture framework for your reference.

We would appreciate receiving your detailed report and recommendations by [Date]. Please let us know if you require any additional information to begin this process.

Best regards,

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