

# Candidate Appraisal Report

Date: [Insert Date]

To: [Recipient's Name]

From: [Your Name]

Subject: Appraisal for [Candidate's Name]

Dear [Recipient's Name],

We have completed our evaluation of [Candidate's Name] for the [Job Title] position. After thorough consideration, I would like to provide my appraisal regarding their suitability for the role.

## Assessment Overview

[Candidate's Name] has demonstrated excellent [mention key skills or attributes relevant to the job, e.g., communication skills, technical proficiency, leadership qualities].

## Key Strengths

- [Strength #1]
- [Strength #2]
- [Strength #3]

## Areas for Improvement

While [Candidate's Name] has many strengths, there are also areas where improvements could be made, such as [mention areas for potential growth].

## Recommendation

Based on my assessment, I believe that [Candidate's Name] would be a valuable addition to our team, and I strongly recommend moving forward with their application for the [Job Title] position.

Thank you for considering my appraisal. Should you have any questions or require further details, please feel free to contact me.

Best regards,

[Your Name]

[Your Position]

[Your Contact Information]