

Assessment Summary

Date: [Insert Date]

To: [Candidate's Name]

Email: [Candidate's Email]

Interview Summary

Dear [Candidate's Name],

Thank you for taking the time to interview for the [Position Title] position at [Company Name]. We appreciate your interest and the effort you put into the interview process.

Assessment Overview

- **Skills Evaluation:** [Summary of skills evaluated]
- **Experience:** [Summary of relevant experience discussed]
- **Culture Fit:** [Summary of cultural alignment]
- **Strengths:** [List of strengths]
- **Areas for Improvement:** [List of areas for improvement]

Conclusion

We will be in touch shortly regarding the outcome of your interview. Thank you again for your time and interest in [Company Name].

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Contact Information]