

Candidate Qualifications Review

Date: [Insert Date]

To: [Candidate's Name]

From: [Your Name]

Subject: Comments on Your Qualifications

Dear [Candidate's Name],

Thank you for your application for the [Job Title] position at [Company Name]. After reviewing your resume and qualifications, I would like to share some comments:

Strengths:

- [Strength 1 description]
- [Strength 2 description]
- [Strength 3 description]

Areas for Improvement:

- [Improvement Area 1 description]
- [Improvement Area 2 description]

Overall, we appreciate your interest in joining our team and encourage you to consider the feedback provided. We value your skills and the potential you bring.

Best regards,

[Your Name]

[Your Job Title]

[Company Name]

[Your Contact Information]