

# Feedback Summary for Hiring Decisions

Date: [Insert Date]

To: [Hiring Manager's Name]

From: [Your Name]

Subject: Feedback Summary for [Position Title] Candidate(s)

## Candidate Overview

We reviewed the candidates for the [Position Title] role, and this document summarizes the feedback collected from the interview panel.

### Candidate 1: [Candidate Name]

- **Skills & Qualifications:** [Brief summary of skills]
- **Interview Performance:** [Summary of performance]
- **Cultural Fit:** [Comments on fit with company culture]

### Candidate 2: [Candidate Name]

- **Skills & Qualifications:** [Brief summary of skills]
- **Interview Performance:** [Summary of performance]
- **Cultural Fit:** [Comments on fit with company culture]

## Overall Recommendations

Based on the feedback, we recommend the following:

- [Candidate Name] is recommended for hire.
- [Candidate Name] is a strong candidate but may need further consideration.
- [Candidate Name] is not recommended for this position.

Thank you for your attention to this matter. Please let me know if you have any questions or require further details.

Best regards,  
[Your Name]  
[Your Position]