

Candidate Overview Requisition

Date: [Insert Date]

To: [Hiring Manager's Name]

From: [Your Name]

Subject: Candidate Overview Requisition for [Position Title]

Dear [Hiring Manager's Name],

I am writing to request an overview of the candidates for the [Position Title] role. Given the recent developments in our recruitment process, it is essential to evaluate our current candidates to ensure we are selecting the best fit for our team.

Please provide the following information for each candidate:

- Name
- Resume/CV Summary
- Key Skills and Qualifications
- Interview Feedback
- Availability

It would be appreciated if you could send the overview by [insert deadline]. This will aid us in moving forward with the selection process in a timely manner.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Contact Information]