

# Applicant Evaluation Update

Date: [Insert Date]

To: [Recipient's Name]

From: [Your Name]

Subject: Update on Applicant Evaluation for [Position Title]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to provide you with an update on the evaluation process for the [Position Title] applicants.

As of today, we have received a total of [number] applications. The selection committee has reviewed the initial submissions and has shortlisted [number] candidates for further assessment. The following candidates have been selected for interviews:

- [Candidate Name 1] - [Brief Note about Candidate]
- [Candidate Name 2] - [Brief Note about Candidate]
- [Candidate Name 3] - [Brief Note about Candidate]

The interviews are scheduled for [insert dates]. Feedback will be compiled after the interviews, and I will keep you updated on further developments.

Thank you for your support throughout this process.

Best regards,

[Your Name]

[Your Position]

[Your Contact Information]