

# Candidate Review Update

Dear [Recipient's Name],

We are writing to provide you with an update regarding the review process for the candidate, [Candidate's Name].

As of [Date], the review team has completed the initial assessment and has conducted the following evaluations:

- Resume review completed
- Initial interview conducted on [Date]
- Reference checks are in progress

Based on the findings thus far, we believe that [Candidate's Name] demonstrates strong potential for the [Position Title] role. The next steps in the process will include [any upcoming steps or interviews].

We appreciate your patience during this review and will keep you informed of any further developments.

Best regards,

[Your Name]  
[Your Position]  
[Your Company]