

Recruitment Process Feedback

Date: [Insert Date]

To: [Interview Panel Members]

Dear Team,

Thank you for your contributions and efforts during the recent interview process for the [Job Title] position. Your insights and evaluations are invaluable in making informed hiring decisions.

Feedback Summary

- **Candidate Name:** [Candidate Name]
- **Overall Impression:** [Brief Summary]
- **Strengths:** [List strengths]
- **Areas for Improvement:** [List areas for improvement]
- **Recommendation:** [Recommended/Not Recommended/Other]

Next Steps

Please send me your detailed feedback by [Insert Deadline]. Let's finalize our decision by [Insert Decision Deadline]. Thank you all for your dedication and teamwork.

Best regards,

[Your Name]

[Your Position]

[Your Contact Information]