

Annual Talent Acquisition Review

Dear [Recipient's Name],

I hope this message finds you well. This letter serves to summarize our annual review of the talent acquisition processes and outcomes from the past year.

1. Overview of Recruitment Metrics

During this review period, we have successfully hired [number] new employees across various departments, reflecting a [percentage]% increase from the previous year. Key metrics include:

- Time to Fill: [number] days
- Source of Hire: [details]
- Diversity Hiring Initiatives: [details]

2. Goals Achieved

This year, we set ambitious goals and managed to accomplish:

- [Goal 1]
- [Goal 2]
- [Goal 3]

3. Challenges Faced

Despite the successes, we faced challenges including:

- [Challenge 1]
- [Challenge 2]

4. Action Steps for Improvement

To address these challenges, we propose the following action steps:

- [Action Step 1]
- [Action Step 2]

5. Conclusion

Thank you for your continued support and collaboration in enhancing our talent acquisition strategies. We look forward to another year of growth and success.

Sincerely,

[Your Name]
[Your Job Title]
[Your Company]