

Year-End Recruitment Report

Date: [Insert Date]

To: [Recipient Name]

From: [Your Name]

Subject: Year-End Recruitment Report for [Year]

Dear [Recipient Name],

I am pleased to present the year-end recruitment report for the year [Year]. This report outlines our recruitment activities, successes, challenges, and recommendations for the upcoming year.

1. Overview of Recruitment Activities

- Total Positions Opened: [Number]
- Total Candidates Interviewed: [Number]
- Total Hires: [Number]
- Key Recruitment Channels Used: [List channels]

2. Successes

[Detail any significant successes in recruitment, such as improved diversity or successful hiring campaigns.]

3. Challenges

[Discuss any challenges faced during the recruitment process, such as talent shortages or increased competition.]

4. Recommendations

[Provide recommendations for improving the recruitment process in the future.]

Thank you for your attention to this report. I look forward to discussing our recruitment strategy as we move into [Next Year].

Best regards,

[Your Name]

[Your Position]

[Your Contact Information]