

Initial Candidate Qualification Assessment

Date: [Insert Date]

To: [Candidate's Name]

Address: [Candidate's Address]

Dear [Candidate's Name],

Thank you for your application for the [Job Title] position at [Company Name]. We have reviewed your resume and would like to inform you about the initial assessment of your qualifications.

Based on the information you provided, we are pleased to inform you that you meet the basic qualifications for this position. Your experience in [relevant experience] and skills in [relevant skills] make you a strong candidate.

Next, we would like to invite you for an interview to further discuss your qualifications and evaluate your fit for our team. Please let us know your availability for the upcoming week.

We look forward to speaking with you soon.

Sincerely,

[Your Name]

[Your Job Title]

[Company Name]

[Company Contact Information]