

# Preliminary Candidate Review

Date: [Insert Date]

To: [Hiring Manager's Name]

From: [Your Name]

Subject: Preliminary Review of Candidates for [Job Title]

Dear [Hiring Manager's Name],

After reviewing the applications for the [Job Title] position, I have identified the following candidates that meet our preliminary criteria:

## Candidate List:

- **[Candidate Name 1]** - [Summary of qualifications]
- **[Candidate Name 2]** - [Summary of qualifications]
- **[Candidate Name 3]** - [Summary of qualifications]

Each candidate exhibits relevant experience and skills in [specific areas related to the job]. I recommend we proceed to the next step in the hiring process, which includes conducting interviews with the top candidates.

Thank you for considering this preliminary review. I look forward to your feedback.

Sincerely,

[Your Name]

[Your Job Title]

[Your Contact Information]