

Candidate Skillset Evaluation

Date: [Insert Date]

To: [Insert Recipient's Name]

From: [Insert Your Name]

Subject: Evaluation of Candidate Skillset - [Insert Candidate's Name]

Dear [Recipient's Name],

I am writing to provide an evaluation of the skillset of [Insert Candidate's Name], who recently interviewed for the [Insert Position Title] position. After careful consideration, I have outlined the key skills and competencies demonstrated by the candidate:

- **Technical Skills:** [Details about technical proficiency]
- **Communication Skills:** [Details about communication abilities]
- **Problem-Solving Skills:** [Details about problem-solving capabilities]
- **Teamwork:** [Details about collaboration and teamwork experiences]
- **Leadership:** [Details about leadership potential or experiences]

Overall, I believe [Insert Candidate's Name] possesses the necessary skills to excel in the [Insert Position Title] role. I recommend considering them for a further evaluation stage or potential offer.

Thank you for your attention to this evaluation. I am happy to discuss this further if needed.

Best regards,

[Your Name]

[Your Position]

[Your Contact Information]