

# Subject: Refinement of Interview Process

Dear [Recipient's Name],

I hope this message finds you well. I am writing to discuss our current interview process and propose a few refinements to enhance our candidate evaluation and overall experience.

After reviewing recent feedback from both candidates and interviewers, I believe that the following changes could be beneficial:

- Implementing a structured interview format to ensure consistency.
- Incorporating a pre-interview questionnaire to better assess candidate suitability.
- Providing interviewers with standardized scoring rubrics for evaluations.
- Enhancing candidate communication throughout the process to keep them informed.

I would appreciate the opportunity to discuss these suggestions further. Please let me know a convenient time for us to meet.

Thank you for considering this important matter.

Best regards,  
[Your Name]  
[Your Position]  
[Your Company]