

Letter of Completion of Initial Employment Assessment

Date: [Insert Date]

To: [Employee's Name]
[Employee's Address]
[City, State, Zip Code]

Dear [Employee's Name],

We are pleased to inform you that you have successfully completed the initial employment assessment for the position of [Job Title] at [Company Name].

Your performance during the assessment demonstrated your skills and abilities that align well with our team's objectives. We appreciate the effort you put into this process.

You will be contacted soon regarding the next steps in the hiring process. If you have any questions, please feel free to reach out to us.

Thank you for your participation, and we look forward to the possibility of working together.

Sincerely,
[Your Name]
[Your Job Title]
[Company Name]
[Company Phone Number]
[Company Email Address]