

Subject: Update on your application - [Candidate Name]

Dear [Candidate Name],

Thank you for participating in our administrative skills evaluation for the [Job Title] position.

After reviewing the results of your assessment, we regret to inform you that we will not be moving forward with your application at this time. While we appreciate the effort you put into the evaluation, we have decided to pursue candidates whose current skill sets more closely align with the specific requirements of this role.

We appreciate your interest in [Company Name] and wish you the best of luck in your job search and future professional endeavors.

Best regards,

[Your Name]

[Your Title]

[Company Name]