

[Date]

[Candidate Name]

[Candidate Address]

[City, State, Zip Code]

Dear [Candidate Name],

Thank you for participating in the practical demonstration assessment for the position of [Job Title] on [Date]. It was a pleasure meeting you and observing your skills in action.

I am writing to inform you that, after careful review of the assessment results, we have decided not to move forward with your application at this time. While we appreciated your [mention one positive trait, e.g., communication/effort], the practical demonstration did not meet all the specific technical requirements we are looking for in this role.

We will keep your resume on file for future opportunities that may be a better match for your qualifications. We appreciate the time and effort you invested in our recruitment process.

We wish you the best of luck in your job search and your future professional endeavors.

Sincerely,

[Your Name]

[Your Title]

[Company Name]