

[Date]

[Candidate Name]

[Candidate Address]

[City, State, Zip Code]

Dear [Candidate Name],

Thank you for participating in our skills screening assessment for the [Job Title] position at [Company Name]. We appreciate the time and effort you invested in this stage of our hiring process.

After carefully reviewing the results of your assessment, we have decided not to move forward with your application at this time. Our team has chosen to proceed with candidates whose current skill sets more closely align with 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 background. We wish you the best of luck in your current job search and your professional future.

Sincerely,

[Your Name]

[Your Title]

[Company Name]