

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[Recipient's Name]
[Recipient's Title]
[Company Name]

[Company Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to provide feedback regarding my recent experience during the [specific job position/interview process] at [Company Name].

Firstly, I would like to express my gratitude for the opportunity to [explain what you did, e.g., interview, participate in tests, collaborate on projects]. I appreciated the chance to learn more about the company and the team.

In terms of positives, I found [specific aspects of the experience that were positive, e.g., the professionalism of the team, the clarity of communication, the work environment]. These factors contributed to a positive overall impression of the organization.

However, I also wanted to share some constructive feedback regarding [specific areas where improvements could be made]. For instance, [explain specific issues, e.g., response times, clarity of job expectations, interview process]. Addressing these concerns could enhance the experience for future candidates.

Thank you once again for the opportunity to engage with [Company Name]. I am looking forward to hearing from you regarding [any follow-up actions or decisions]. Please feel free to reach out if you require any further insights or clarification.

Warm regards,

[Your Name]