

[Your Name]
[Your Title/Company]
[Date]

[Hiring Manager Name]
[Title]
[Company Name]

Subject: Shortlist Presentation: [Position Title] Search

Dear [Hiring Manager Name],

Following our extensive search and evaluation process for the [Position Title] role, I am pleased to introduce the final shortlist of candidates for your review.

We have vetted these individuals based on the core competencies, leadership style, and strategic vision we established at the start of this engagement. Each candidate listed below demonstrates a proven track record of driving growth and cultural alignment within high-stakes environments.

The Shortlist:

- **[Candidate Name 1]:** Currently [Current Title] at [Current Company]. Key strength: [Specific Achievement or Skill].
- **[Candidate Name 2]:** Currently [Current Title] at [Current Company]. Key strength: [Specific Achievement or Skill].
- **[Candidate Name 3]:** Currently [Current Title] at [Current Company]. Key strength: [Specific Achievement or Skill].

I have attached their full executive profiles, interview transcripts, and reference summaries for your internal circulation. Each candidate has expressed strong interest in [Company Name] and is prepared for the next stage of the interview process.

I will follow up tomorrow morning to discuss these profiles in detail and schedule the board-level interviews.

Best regards,

[Your Signature]