

DATE: [Date]

TO: [Hiring Manager Name]

[Title]

[Company Name]

PRIVATE AND CONFIDENTIAL

RE: Executive Candidate Submittal - [Position Title]

Dear [Hiring Manager Name],

Pursuant to our executive search engagement for the [Position Title] role, I am pleased to formally submit the following candidate for your consideration:

Candidate Name: [Candidate Name]

Current Title: [Current Job Title]

Current Employer: [Current Company]

Executive Summary:

[Briefly describe candidate's leadership experience, key achievements, and why they are a specific fit for your organization's culture and strategic goals.]

Key Qualifications:

- [Key Skill or Achievement 1]
- [Key Skill or Achievement 2]
- [Key Skill or Achievement 3]

Financial Expectations & Availability:

[Mention salary expectations, notice period, and any relocation requirements.]

Attached you will find the candidate's comprehensive resume and our detailed interview evaluation. This submittal is made in strict confidence. We request that you do not contact the candidate's current employer or external references without prior coordination through our office.

I will follow up with you on [Day] to discuss your feedback and schedule a preliminary interview.

Sincerely,

[Your Name]

[Your Title]

[Search Firm Name]