

CONFIDENTIAL

Date: [Insert Date]

To: [Hiring Manager Name]
[Company Name]
[Department]

Re: Candidate Submittal - Senior Technical Specialist

Dear [Hiring Manager Name],

I am pleased to formally submit the following candidate for the Senior Technical Specialist position. This submission is made on a strictly confidential basis.

Candidate Name: [Candidate Full Name]

Current Role: [Current Job Title]

Years of Experience: [Number] years

Notice Period: [Number of weeks/months]

Executive Summary:

[Candidate Name] is a highly skilled technical professional with extensive experience in [Key Technology 1], [Key Technology 2], and [Industry Sector]. They have a proven track record of designing and implementing complex technical solutions and leading high-level troubleshooting efforts. This candidate is currently seeking a new challenge where they can apply their expertise in [Specific Skill] to drive departmental efficiency.

Technical Highlights:

- Expertise in [Technical Skill A] and [Technical Skill B].
- Proven ability to manage [Specific Project Type or System].
- Strong background in [Certification or Specific Methodology].

Financial Expectations:

The candidate's current salary expectations are in the range of [Currency and Amount] per annum.

Please find the candidate's resume attached for your review. I look forward to your feedback and to scheduling a preliminary interview at your earliest convenience.

Sincerely,

[Your Name]
[Your Title]
[Your Phone Number]
[Your Email Address]