

Subject: Top Talent Introduction: [Candidate Job Title] - [Candidate Name]

Dear [Hiring Manager Name],

I have recently sourced and vetted a high-performing professional who is an exceptional match for the [Department Name] team. Given their track record, I wanted to introduce them to you immediately.

Candidate: [Candidate Name]

Current Role: [Current Job Title] at [Current Company]

Key Achievements & Skills:

- [Metric-driven achievement 1, e.g., Increased revenue by 20%]
- [Metric-driven achievement 2, e.g., Led a team of 15 engineers]
- [Specific technical skill or certification]
- [Soft skill or cultural fit observation]

Why they are a fit:

[Candidate Name] has consistently exceeded targets in environments similar to ours. They are particularly interested in [Company Name] because of our recent work in [Specific Project/Industry].

I have attached their resume for your review. Would you like me to schedule a brief introductory call between you both for later this week?

Best regards,

[Your Name]

[Your Title]