

Subject: Candidate Introduction: [Candidate Name] - [Job Title] - Available Immediately

Dear [Hiring Manager Name],

I am writing to introduce [**Candidate Name**], a highly skilled [**Job Title**] who is currently available for an immediate start. Having worked closely with [Candidate Name] in a previous capacity, I can personally attest to their expertise in [**Key Skill/Area**] and their ability to deliver results under pressure.

Key highlights of their profile include:

- [**Achievement 1**]: Brief description of a specific result or skill.
- [**Achievement 2**]: Brief description of a specific result or skill.
- [**Achievement 3**]: Brief description of a specific result or skill.

Due to [Reason for availability, e.g., contract completion/relocation], they are ready to transition into a new role right away and require no notice period. I believe they would be a significant asset to the [**Department Name**] team at [**Company Name**].

I have attached their resume for your review. Please let me know if you would like to schedule an introductory call or if you require any further information regarding their background.

Best regards,

[Your Name]

[Your Job Title]

[Your Phone Number]

[Your Email Address]