

To: [Hiring Manager Name/HR Department]

From: [Recruiter Name]

Date: [Date]

Subject: Exclusive Candidate Submittal: [Candidate Name] for [Job Title]

Dear [Hiring Manager Name],

Under our Exclusive Agency Agreement, I am pleased to submit the following candidate for the [Job Title] position on a contract-to-hire basis.

Candidate Details:

- Full Name: [Candidate Name]
- Current Location: [City, State]
- Availability to Start: [Date/Notice Period]
- Hourly Contract Rate: [Amount]
- Target Conversion Salary: [Amount]

Professional Summary:

[Insert 3-5 bullet points regarding the candidate's specific experience, technical skills, and why they fit this specific role.]

Exclusivity Notice:

As per our agreement, this candidate is being represented exclusively by [Agency Name] for this specific role. We have fully vetted the candidate and confirmed their interest in transitioning from contract to a permanent role following the agreed-upon evaluation period.

Please find the candidate's resume attached for your review. I look forward to your feedback and scheduling an initial interview.

Best regards,

[Your Name]

[Your Title]

[Agency Name]

[Phone Number]

[Email Address]