

Date: [Insert Date]

To: [Hiring Manager Name]
[Facility/Organization Name]
[Address]

RE: Candidate Submittal for [Job Title/Position ID] - Contract-to-Hire

Dear [Hiring Manager Name],

I am pleased to submit [Candidate Full Name] for the [Job Title] position at [Facility Name]. This candidate is being presented for your contract-to-hire opening.

Candidate Profile Summary:

- **Professional License:** [Type and Number]
- **Years of Experience:** [Number] years
- **Primary Specialization:** [Clinical Area]
- **Certifications:** [List Certifications, e.g., BLS, ACLS, PALS]
- **Education:** [Degree], [Institution]

Contract Terms:

- **Availability:** [Start Date]
- **Contract Duration:** [Number of Weeks/Months] prior to permanent hire eligibility
- **Bill Rate:** \$[Rate] per hour
- **Conversion Fee:** [Details of permanent placement fee]

Candidate Highlights:

[Candidate Name] has extensive experience in [Specific Skill]. In their previous role at [Previous Employer], they were recognized for [Specific Achievement]. They are fully compliant with all medical screenings and background check requirements and are eager to transition into a permanent role following the contract period.

Please find the attached resume and copies of active credentials for your review. We look forward to scheduling an interview at your earliest convenience.

Sincerely,

[Your Name]
[Your Title]
[Your Agency/Company Name]
[Phone Number]
[Email Address]