

To: [Hiring Manager Name]

From: [Recruiter Name]

Date: [Date]

Subject: Candidate Submittal: [Candidate Name] - [Job Title]

Dear [Hiring Manager Name],

I am pleased to submit **[Candidate Name]** for the **[Job Title]** position on a contract-to-hire basis. This candidate is based in [Candidate City/State] and is fully equipped for a 100% remote role.

Candidate Overview:

- **Current Title:** [Current Title]
- **Relevant Experience:** [Number] years in [Industry/Field]
- **Key Skills:** [Skill 1], [Skill 2], [Skill 3]
- **Remote Proficiency:** [Briefly mention experience with Zoom, Slack, Jira, etc.]

Contract Terms:

- **Hourly Rate:** \$[Rate] per hour
- **Conversion Salary:** \$[Salary] per year
- **Availability:** [Notice period or start date]
- **Contract Period:** [Number] months prior to eligibility for hire

Recruiter Comments:

[Candidate Name] has a proven track record of meeting deadlines in a distributed team environment. They are seeking a contract-to-hire arrangement to ensure a strong mutual fit before transitioning to a permanent role.

I have attached the candidate's resume for your review. Please let me know your availability for a video interview.

Best regards,

[Your Name]

[Your Company]

[Your Phone Number]