

Subject: Candidate Submittal - [Candidate Name] - [Job Title/Reference Number]

Dear [Hiring Manager Name],

I am pleased to submit [**Candidate Name**] for the [**Job Title**] position. This candidate possesses the specific skills you require, including [Skill 1] and [Skill 2].

Please note that [Candidate Name] has a pre-planned holiday absence during the following dates:

- **Start Date:** [Date]
- **End Date:** [Date]
- **Returning to Work:** [Date]

Despite this brief absence, the candidate is highly motivated to begin the assignment and is available to start on [Start Date] or immediately following their return. We have discussed the project timeline, and they are committed to ensuring all deliverables are met around these dates.

Attached is the candidate's updated resume for your review. Please let me know if you would like to schedule an interview.

Best regards,

[Your Name]

[Your Company Name]

[Your Phone Number]