

Dear [Hiring Manager Name],

I am pleased to submit the following candidate for the [Job Title] position, available for an immediate start.

Candidate Name: [Candidate Name]

Availability: Immediate / [Date]

Hourly Rate: [Rate]

Candidate Summary:

- [Key Skill or Experience 1]
- [Key Skill or Experience 2]
- [Key Skill or Experience 3]

Please find the attached resume for your review. This candidate has been fully vetted and is ready to begin work right away.

Please let me know if you would like to schedule a brief interview or proceed with the onboarding process.

Best regards,

[Your Name]

[Your Company]

[Your Phone Number]