

Subject: Candidate Submission: [Candidate Name] - [Job Title] (Maternity Leave Cover)

Dear [Hiring Manager Name],

I am pleased to submit [**Candidate Name**] for the [**Job Title**] maternity leave cover position at [Company Name].

[Candidate Name] is an experienced professional who specializes in [Key Skill/Industry]. They are available to begin the contract on [Start Date] and are committed to the full duration of the [Number] month assignment.

Key Highlights:

- **Experience:** [Number] years of experience in [Field].
- **Relevant Skills:** Expertise in [Skill 1], [Skill 2], and [Software/Tool].
- **Previous Coverage:** Successfully completed [Number] previous interim/maternity cover roles.
- **Availability:** Available for an interview on [Date/Time].

I have attached their resume and references for your review. I believe [Candidate Name] has the right temperament and technical skills to ensure a seamless transition during this leave period.

I look forward to hearing your feedback.

Best regards,

[Your Name]

[Your Title]

[Your Company Name]

[Your Phone Number]