

Date: [Insert Date]

To: [Hiring Manager Name]

Company: [Company Name]

Subject: Candidate Submittal - Temporary [Job Title] - Peak Season Support

Dear [Hiring Manager Name],

In response to your increased volume requirements for the upcoming peak season, I am pleased to submit the following candidate for the temporary [Job Title] position:

- **Candidate Name:** [Candidate First and Last Name]
- **Availability:** [Start Date] through [End Date]
- **Shift Preference:** [e.g., Day/Night/Weekend]
- **Hourly Rate:** [Insert Rate]

Candidate Highlights:

- Previous experience in high-volume environments.
- Proven ability to meet strict deadlines and production targets.
- Fully vetted and ready for immediate onboarding.

Attached is the candidate's resume for your review. Please let me know your availability for a brief phone screening or if you would like to move directly to scheduling an orientation.

Best regards,

[Your Name]

[Your Title]

[Your Phone Number]

[Your Email Address]