

Subject: Candidate Submittal: [Candidate Name] - [Position Title] (Sick Leave Replacement)

Dear [Hiring Manager Name],

I am pleased to submit **[Candidate Name]** for the **[Position Title]** role to cover the upcoming sick leave vacancy in your department.

After reviewing the requirements for the temporary coverage, I believe [Candidate Name] is an ideal fit due to the following qualifications:

- **Relevant Experience:** [Number] years of experience in [Industry/Field].
- **Key Skills:** Proficiency in [Skill 1], [Skill 2], and [Skill 3].
- **Availability:** Ready to start on [Start Date] and available for the full duration of the leave.
- **Adaptability:** Proven track record of stepping into temporary roles with minimal training.

Attached are the candidate's resume and references for your review. [Candidate Name] is available for a brief interview on [Date/Time].

I look forward to hearing your feedback regarding this submittal.

Best regards,

[Your Name]

[Your Title]

[Your Company]

[Your Phone Number]