

Date: [Date]

To: [Hiring Manager Name]

Company: [Client Company Name]

Subject: CONFIDENTIAL Direct Hire Candidate Submittal: [Candidate Name]

Dear [Hiring Manager Name],

I am pleased to submit the following candidate for the position of **[Job Title]** (Job Ref: [Job ID]).

Candidate Name: [Candidate Name]

Current Title: [Current Position]

Total Experience: [Number] years

Notice Period: [Timeframe]

Candidate Summary:

[Insert brief bullet points regarding skills, qualifications, and why they are a fit for this specific role].

Salary Expectations: [Amount/Range]

Interview Availability: [Days/Times]

Please find the candidate's resume attached for your review. This submittal is subject to our standard Direct Hire Placement Agreement. We request that you maintain the strictest confidentiality regarding this candidate's search as they are currently employed.

I will follow up with you shortly to discuss next steps and schedule an interview.

Sincerely,

[Your Name]

[Your Title]

[Recruitment Agency Name]

[Phone Number]

[Email Address]