

To: [Hiring Manager Name]

From: [Your Name/Recruiter Name]

Date: [Current Date]

Subject: URGENT: Direct Hire Submittal - [Candidate Name] - [Job Title]

Dear [Hiring Manager Name],

I am submitting [**Candidate Name**] for the [**Job Title**] position. Due to high demand for this candidate's specific skill set, I have categorized this submittal as **Expedited**.

Candidate Overview:

- **Current Role:** [Current Job Title]
- **Key Technical Skills:** [Skill 1], [Skill 2], [Skill 3]
- **Years of Experience:** [Number] years
- **Notice Period:** [Availability/Notice Period]
- **Salary Expectation:** [Amount]

Why they are a fit:

[Insert 2-3 sentences regarding specific achievements or cultural fit].

Urgency Note:

The candidate is currently in final interview stages with other firms. To ensure we do not lose this talent, I recommend an initial interview within the next [Number] hours.

Please find the attached resume for your review. I am available immediately to coordinate a call.

Best regards,

[Your Name]

[Your Company]

[Your Phone Number]