

To: [Hiring Manager Name/HR Department]

From: [Recruiter Name/Agency Name]

Date: [Date]

Subject: Candidate Submittal: [Candidate Name] - [Job Title] - Relocation Ready

Dear [Hiring Manager Name],

I am pleased to submit [**Candidate Name**] for the position of [**Job Title**]. After a thorough screening, I have identified this candidate as a high-caliber professional who is fully prepared for international relocation to [Company Location].

**Candidate Profile Summary:**

- **Current Location:** [City, Country]
- **Citizenship/Work Authorization:** [Details regarding Passport/Visa status]
- **Notice Period:** [Number of weeks/months]
- **Key Qualifications:** [Brief mention of top 2-3 skills or years of experience]

**Relocation Readiness:**

- **Motivation:** [Briefly state why they want to move to this specific country/city].
- **Logistics:** The candidate has confirmed they are ready to relocate within [Timeframe] upon receipt of a formal offer.
- **Language Proficiency:** [List relevant languages and levels].
- **Previous International Experience:** [Mention if they have lived/worked abroad before].

Please find the attached resume and [Portfolio/References/Supporting Documents] for your review. [Candidate Name] is available for a video interview on [Date/Time availability].

I look forward to your feedback regarding the next steps in the interview process.

Best regards,

[Your Name]

[Your Title]

[Your Phone Number]

[Your Email Address]