

To: [Hiring Manager Name]
From: [Recruiter/Agency Name]
Date: [Date]
Subject: Candidate Submittal: [Candidate Name] for [Job Title]

Dear [Hiring Manager Name],

I am pleased to submit **[Candidate Name]** for the **[Job Title]** position. Based on our screening, this candidate possesses the specific technical skills required for the role and has extensive experience working in distributed, international environments.

Candidate Overview:

- **Location:** [City, Country]
- **Current Time Zone:** [UTC/GMT Offset]
- **Work Authorization:** [e.g., Independent Contractor / EOR Eligible]
- **Years of Experience:** [Number]
- **Notice Period:** [Number of days/weeks]

Key Qualifications:

- [Key Skill or Achievement 1]
- [Key Skill or Achievement 2]
- [Key Skill or Achievement 3]

Remote Work Readiness:

[Candidate Name] has a dedicated home office setup with high-speed internet and is comfortable working within the [Time Zone] core hours. They have demonstrated strong asynchronous communication skills using tools such as [Slack/Jira/Zoom].

Salary Expectations: [Amount/Currency]

Attached are the candidate's resume and portfolio for your review. Please let me know when you would like to schedule an initial interview.

Best regards,

[Your Name]
[Your Title]
[Your Company]