

Date: [Date]

To: [Hiring Manager Name]  
[Company Name]

Subject: Candidate Submittal: [Candidate Name] - [Job Title/Reference Number]

Dear [Hiring Manager Name],

I am pleased to submit **[Candidate Name]** for the position of **[Job Title]**. Based in **[Candidate's Country/Time Zone]**, they are an experienced offshore professional with a proven track record of working effectively in remote environments.

**Candidate Overview:**

- **Relevant Experience:** [Number] years in [Specific Industry/Technology].
- **Key Skills:** [Skill 1], [Skill 2], [Skill 3].
- **Remote Readiness:** Fully equipped home office with high-speed internet and necessary hardware.
- **Availability:** [Notice Period / Start Date].

**Proposed Work Schedule:**

[Candidate Name] is prepared to work [Shift/Hours], providing an overlap of [Number] hours with your local team in [Your Time Zone].

**Financial Details:**

- **Desired Rate/Salary:** [Amount] per [Hour/Month].
- **Employment Type:** [Contract/Full-time/BPO].

Attached you will find the candidate's resume and portfolio for your review. Please let me know your availability to schedule a video interview.

Best regards,

[Your Name]  
[Your Title]  
[Your Company Name]  
[Your Phone Number]  
[Your Email]