

Date: [Insert Date]

To: [Hiring Manager Name]
[Company Name]

Subject: Candidate Submittal: [Candidate Name] for [Job Title]

Dear [Hiring Manager Name],

I am pleased to submit **[Candidate Name]** for the position of **[Job Title]**. After evaluating their background and technical proficiency, I believe they are an excellent fit for your remote team.

Candidate Overview:

- **Current Location:** [City, State/Country]
- **Total Experience:** [Number] years
- **Relevant Skills:** [Skill 1], [Skill 2], [Skill 3]
- **Remote Work Experience:** [Number] years working in distributed environments.

Key Qualifications:

- [Highlight specific achievement or project relevant to the job].
- Proven ability to manage time and meet deadlines independently.
- Proficient in remote collaboration tools such as [Slack, Zoom, Jira, etc.].

Availability and Logistics:

- **Notice Period:** [Number of days/weeks]
- **Time Zone Availability:** Comfortable working in [Time Zone] hours.
- **Salary Expectation:** [Amount]

Please find the candidate's resume and portfolio attached for your review. I look forward to your feedback and to scheduling an interview.

Best regards,

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