

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 a thorough screening process, I have identified this individual as a highly qualified professional with extensive experience working in fully remote environments.

Candidate Highlights:

- **Location/Time Zone:** [Candidate Location] ([Time Zone])
- **Relevant Experience:** [Number] years in [Specific Industry/Field].
- **Remote Proficiency:** Proven track record using [Tools like Zoom, Slack, Jira, etc.] to maintain high productivity and communication.
- **Key Achievement:** [Briefly mention one major accomplishment].

Candidate Overview:

[Candidate Name] possesses the self-discipline and technical setup required for a seamless virtual integration. They are particularly skilled in [Skill 1] and [Skill 2], making them an ideal fit for your current team goals.

Salary Expectations: [Insert Amount/Range]

Availability to Start: [Insert Date/Notice Period]

Attached is the updated resume for your review. Please let me know your availability to schedule a virtual interview.

Best regards,

[Your Name]
[Your Title]
[Your Contact Information]