

Date: [Insert Date]

To: [Hiring Manager Name]

[Company Name]

[Department]

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

Dear [Hiring Manager Name],

I am pleased to submit [**Candidate Name**] for consideration for the position of [**Job Title**]. This candidate has been identified through our Global Talent Pool as a high-potential individual with a diverse international background.

Candidate Profile Summary:

- **Current Location:** [City, Country]
- **Years of Experience:** [Number] years
- **Key Technical Skills:** [Skill 1, Skill 2, Skill 3]
- **Language Proficiencies:** [Language 1, Language 2]
- **Work Authorization:** [e.g., Sponsored Visa Required / Remote Eligible / Local Citizen]

Why they are a strong fit:

[Candidate Name] has a proven track record of [mention a specific achievement or experience]. They bring a unique perspective from their experience in [specific global market or industry] and have demonstrated the ability to adapt to multinational team environments.

Attached to this email, you will find the candidate's updated CV, portfolio, and initial screening notes. [Candidate Name] is available for a preliminary interview on [Date/Time] via [Platform].

Please let me know if you would like to schedule a formal interview or if you require any additional information regarding their global mobility status.

Best regards,

[Your Name]

[Your Title]

[Your Organization/Agency Name]

[Your Contact Information]