

To: [Hiring Manager Name/Client Name]

From: [Your Name/Agency Name]

Date: [Current Date]

Subject: Candidate Submittal: [Candidate Full Name] - [Job Title/Role]

Dear [Hiring Manager Name],

I am pleased to submit [**Candidate Full Name**] for the [**Job Title**] position at [**Company Name**]. [Candidate Name] is a highly skilled Software Engineer based in [Offshore Location] with [Number] years of experience in the industry.

Candidate Profile Summary:

- **Primary Technical Stack:** [e.g., Java, Python, React, AWS]
- **Years of Experience:** [Number] Years
- **English Proficiency:** [e.g., Professional Working Proficiency / C1 Level]
- **Current Location:** [City, Country]
- **Timezone Availability:** [e.g., 4 hours overlap with EST/GMT]

Key Highlights & Qualifications:

- [Highlight 1: e.g., Expertise in microservices architecture and cloud deployment.]
- [Highlight 2: e.g., Proven track record of working with North American/European remote teams.]
- [Highlight 3: e.g., Led the development of a scalable fintech platform using Node.js.]

Logistical Details:

- **Notice Period:** [e.g., Immediate / 30 Days]
- **Expected Rate/Salary:** [Amount]
- **Work Authorization:** [e.g., Not requiring sponsorship / Remote Contract]

Attached is the candidate's updated resume and portfolio for your review. I have personally vetted [Candidate Name]'s technical skills and communication abilities, and I am confident they would be a strong asset to your engineering team.

Please let me know your availability to schedule a technical interview.

Best regards,

[Your Name]

[Your Title]

[Your Company Name]

[Your Email Address]
[Your Phone Number]