

Date: [Insert Date]

To: [Hiring Manager Name]

[Company Name]

[Company Address]

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

Dear [Hiring Manager Name],

We are pleased to submit the following candidate for your consideration for the [Job Title] position. After a rigorous screening and technical evaluation process, we believe this individual possesses the specific offshore expertise required to excel within your organization.

**Candidate Overview:**

- **Name:** [Candidate Name]
- **Current Location:** [City, Country]
- **Total Experience:** [Number] Years
- **Notice Period:** [Number of Days/Weeks]
- **Expected Salary/Rate:** [Amount]

**Key Qualifications & Competencies:**

- [Key Skill 1]: [Brief description of proficiency]
- [Key Skill 2]: [Brief description of proficiency]
- [Key Skill 3]: [Brief description of proficiency]

**Consultant's Assessment:**

[Insert a 2-3 sentence summary explaining why this candidate is a top-tier fit for this specific offshore role, highlighting cultural alignment and communication skills.]

Please find the candidate's full resume and portfolio attached for your review. We are available to schedule an interview at your earliest convenience.

Sincerely,

[Your Name]

[Your Title]

Premier Offshore Staffing

[Your Phone Number]

[Your Email Address]