

Date: [Insert Date]

To: [Hiring Manager Name]

[Company Name]

[Company Address]

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

Dear [Hiring Manager Name],

I am pleased to submit **[Candidate Full Name]** for the position of **[Job Title]**. [Candidate Name] is a highly skilled IT professional with [Number] years of experience, currently residing in [Candidate Current Country] and seeking an expatriate opportunity in [Target Country/City].

### Candidate Overview:

- **Core Technical Skills:** [e.g., Cloud Architecture, Cybersecurity, Full-Stack Development]
- **Key Certifications:** [e.g., PMP, AWS Certified Solutions Architect, CISSP]
- **Current Location:** [City, Country]
- **Nationality:** [Candidate Nationality]
- **Notice Period:** [Number of Weeks/Months]

### Expatriate & Relocation Status:

- **Visa Requirement:** [e.g., Requires sponsorship / Holds valid work permit]
- **Relocation Readiness:** [Candidate Name] is fully prepared to relocate and has confirmed their availability for international deployment within [Timeline].
- **Language Proficiency:** [List languages and fluency levels]

### Professional Summary:

[Insert a brief paragraph highlighting a specific technical achievement or project the candidate led that aligns with the job description].

Attached is the updated CV and technical portfolio for your review. We have conducted a preliminary technical screening and cultural fit assessment, and we believe [Candidate Name] would be a valuable asset to your global team.

Please let us know your availability to schedule a technical interview via [Video Conferencing Tool].

Best regards,

[Your Name]

[Your Title]

[Your Company Name]

[Your Phone Number]  
[Your Email Address]