

[Date]

[Hiring Manager Name]

[Job Title]

[Company Name]

[Company Address]

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

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 them as a highly qualified expatriate professional with the specific international expertise required for this role.

Candidate Overview:

- **Current Location:** [City, Country]
- **Nationality/Visa Status:** [Details]
- **Years of Experience:** [Number] years in [Industry]
- **Key Technical Skills:** [Skill 1], [Skill 2], [Skill 3]
- **International Experience:** [Briefly mention previous host countries or regional experience]

Expatriate Suitability:

[Candidate Name] has demonstrated a strong track record of adapting to diverse cultural environments and managing cross-border projects. They are fully aware of the relocation requirements and are prepared to transition to [Work Location Country] within [Notice Period/Timeframe].

Compensation Expectations:

- **Current Salary:** [Amount/Currency]
- **Expected Salary:** [Amount/Currency]
- **Additional Requirements:** [Mention housing, schooling, or flight allowances if applicable]

I have attached the candidate's updated CV and supporting documents for your review. Please let me know your availability to schedule an initial interview.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Phone Number]
[Email Address]