

[Date]

[Hiring Manager Name]

[Company Name]

[Company Address]

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

Dear [Hiring Manager Name],

I am pleased to represent [Candidate Name] for the position of [Job Title].

Please note that [Candidate Name] is a returning professional who previously worked with [Company Name] from [Start Date] to [End Date] as a [Former Job Title]. During their previous tenure, they were recognized for [mention a specific achievement or department].

Since departing, they have gained significant experience in [mention new skills or industries]. They are now eager to bring this expanded expertise back to your team. Their familiarity with your company culture and internal processes will ensure a rapid onboarding period and immediate productivity.

Attached are the following documents for your review:

- Updated Professional Resume
- Summary of Recent Projects
- [Optional: Reference List]

Please let me know your availability to schedule an interview. We look forward to your feedback.

Best regards,

[Your Name]

[Your Title]

[Agency Name]

[Phone Number]

[Email Address]