

[Your Name]
[Your Title]
[Agency Name]
[Date]

[Hiring Manager Name]
[Company Name]
[Company Address]

RE: Candidate Submittal - [Candidate Name] for [Job Title]

Dear [Hiring Manager Name],

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

[Candidate Name] is a returning professional who previously worked with [Company Name/Department] as a [Former Job Title] from [Start Date] to [End Date]. During their previous tenure, they were highly regarded for [mention a specific achievement or skill].

Since leaving the company to [mention brief reason, e.g., pursue further education/gain international experience], they have acquired additional expertise in [mention new skills or industries]. They are eager to bring this updated perspective back to your team and contribute to [mention a specific company goal].

Because of their prior institutional knowledge and proven track record within your organization, I believe they will require minimal onboarding and deliver immediate value.

Attached are their updated resume and references. Please let me know when you would be available to schedule an interview.

Sincerely,

[Your Signature]
[Your Phone Number]
[Your Email Address]