

To: [Hiring Manager Name/Human Resources]

From: [Your Name/Recruiter Name]

Date: [Current Date]

Subject: Candidate Submittal: [Candidate Name] for [Job Title]

Dear [Manager Name],

I am pleased to submit **[Candidate Name]** for the position of **[Job Title]**. [Candidate Name] is a highly experienced professional returning to the workforce after a career break, bringing [Number] years of previous expertise in [Industry/Field].

Key Qualifications:

- **Proven Experience:** Previously held the role of [Former Title] at [Former Company], managing [Key Responsibility].
- **Core Expertise:** Strong proficiency in [Skill 1], [Skill 2], and [Skill 3].
- **Readiness:** During their time away, they maintained industry knowledge through [Certifications/Courses/Freelance Work].
- **Value Add:** They offer a mature perspective, refined leadership skills, and an immediate readiness to contribute to the team.

Reason for Return:

[Candidate Name] is eager to re-enter the professional space and specifically targeted [Company Name] due to your reputation for [Reason, e.g., innovation/culture].

Availability:

[Candidate Name] is available for an interview on [Days/Times] and can start within [Notice Period/Immediate].

I have attached their updated resume for your review. I look forward to your feedback regarding next steps.

Best regards,

[Your Name]

[Your Title]

[Your Phone Number]

[Your Email Address]