

[Your Name]
[Your Title]
[Your Company/Agency Name]
[Date]

[Hiring Manager Name]
[Title]
[Company Name]

RE: Candidate Submittal - [Candidate Name] - Returning Professional

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] from [Start Date] to [End Date] in the role of [Previous Job Title].

During their previous tenure, [Candidate Name] was known for [mention a specific achievement or strength]. Since leaving the company, they have gained further experience in [mention new skills or industries], making them an even more valuable asset to the team.

Key highlights of their candidacy include:

- In-depth knowledge of internal processes and company culture.
- Proven track record of performance within the [Department Name] department.
- Recent professional growth in [Area of Expertise].
- Minimal onboarding time required due to previous history with the organization.

I have attached their updated resume for your review. [Candidate Name] is very enthusiastic about the possibility of returning to the team and contributing to [Company Name]'s current goals.

Please let me know your availability to schedule an interview.

Best regards,

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