

Date: [Date]

To: [Hiring Manager Name]

[Company Name]

[Company Address]

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

Dear [Hiring Manager Name],

I am pleased to submit **[Candidate Name]** for the **[Job Title]** position. [Candidate Name] is a returning professional with [Number] years of previous experience at [Company Name] and a total of [Number] years in the [Industry] industry.

During their previous tenure at [Company Name] as a [Former Job Title], they were recognized for [Mention a key achievement or skill]. Since then, they have further developed their expertise in [Mention new skills or experience gained during time away].

Candidate Overview:

- **Previous Tenure:** [Start Date] to [End Date]
- **Current Location:** [City, State]
- **Key Technical Skills:** [Skill 1, Skill 2, Skill 3]
- **Notice Period:** [Number of days/weeks]
- **Salary Expectation:** [Amount]

[Candidate Name] is eager to return to the organization and apply their updated skill set to contribute to the current goals of the [Department Name] team. I have attached their updated resume for your review.

Please let me know your availability to schedule an initial interview.

Sincerely,

[Your Name]

[Your Title]

[Your Agency/Company Name]

[Your Phone Number]

[Your Email Address]