

[Your Name]  
[Your Title/Agency Name]  
[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 submit **[Candidate Name]** for the **[Job Title]** position. [Candidate Name] is a high-caliber returning professional with over [Number] years of executive leadership experience in the [Industry] sector.

Having previously held the role of [Previous Executive Title] at [Previous Company], they offer a proven track record of [mention 1-2 key achievements, e.g., driving revenue growth or leading digital transformation]. After a planned career break for [Reason, e.g., personal ventures/family/professional development], they are now seeking to return to a full-time executive capacity where they can leverage their strategic expertise.

**Key Highlights:**

- **Expertise:** [Key Skill 1], [Key Skill 2], and [Key Skill 3].
- **Leadership:** Experience managing teams of [Number] and budgets up to [Amount].
- **Value Add:** [Specific reason why they fit this specific company culture or goal].

I have attached their updated resume and executive summary for your review. [Candidate Name] is available for an interview on [Available Dates/Times].

I look forward to your feedback on this submittal.

Best regards,

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