

[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 returning professional with [Number] years of prior experience at [Company Name/Industry], specifically within the [Department Name] department.

During their previous tenure, they were recognized for:

- [Key Achievement 1]
- [Key Achievement 2]
- [Key Achievement 3]

Having maintained a strong professional reputation, [Candidate Name] possesses an intimate understanding of our internal processes and company culture, ensuring a seamless transition and immediate productivity. Since their departure, they have further enhanced their skillset by [mention new skill or experience gained elsewhere].

I have attached their updated resume and previous performance evaluations for your review. I highly recommend [Candidate Name] for this role and look forward to your feedback regarding next steps.

Best regards,

[Your Name]

[Your Title]

[Your Contact Information]