

[Date]

[Hiring Manager Name]

[Title]

[Company Name]

[Company Address]

Subject: 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 an experienced professional returning to the workforce after a career break, bringing a wealth of prior expertise and a refreshed perspective to your team.

Candidate Overview:

- **Previous Experience:** Over [Number] years of experience in [Industry/Field], previously holding roles such as [Previous Job Titles].
- **Core Competencies:** Expertise in [Skill 1], [Skill 2], and [Skill 3].
- **Readiness:** During their time away, they have maintained industry knowledge through [Certifications/Courses/Freelance Work].
- **Availability:** Ready to start immediately for [Full-time/Part-time] engagement.

Reason for Submittal:

[Candidate Name] possesses the senior-level maturity and specialized skills required for this role. Their transition back into the workforce is driven by a strong commitment to long-term professional growth within a stable organization like [Company Name].

I have attached their updated resume for your review. Please let me know your availability to schedule an interview.

Sincerely,

[Your Name]

[Your Title]

[Your Phone Number]

[Your Email Address]