

Dear [Hiring Manager Name],

It is my pleasure to introduce [Candidate Name], whom I am recommending for the [Job Title] position at [Company Name].

[Candidate Name] possesses a strong background in [Core Skill/Industry] and has demonstrated impressive achievements in [Specific Achievement]. After discussing their career goals, it is clear that their expertise aligns perfectly with your current requirements.

I would like to highlight that while [Candidate Name] is highly motivated to join your team, they are currently in a critical role with their current employer. Based on my assessment, there is a high probability of a counter-offer being extended upon their resignation. We have discussed this possibility, and the candidate remains focused on the unique growth opportunities at [Company Name]; however, I recommend that we move through the interview and offer process efficiently to maintain this momentum.

I have attached their resume for your review and look forward to your feedback regarding next steps.

Best regards,

[Your Name]

[Your Title]

[Your Agency/Company Name]