

To: [Hiring Manager Name]

From: [Recruiter Name]

Date: [Current Date]

Subject: Candidate Submittal - [Candidate Name] - [Job Title]

Dear [Hiring Manager Name],

I am pleased to submit **[Candidate Name]** for the position of **[Job Title]**. After a thorough screening process, I believe their experience in [Key Skill/Industry] makes them a strong match for your team.

Candidate Overview:

- **Current Role:** [Current Company / Title]
- **Notice Period:** [Number of Weeks]
- **Salary Expectation:** [Amount]
- **Key Strengths:** [Strength 1], [Strength 2], [Strength 3]

Counter-Offer Risk Assessment:

During my interview with the candidate, I conducted a formal risk assessment regarding a potential counter-offer from their current employer:

- **Risk Level:** [Low / Medium / High]
- **Primary Motivation for Leaving:** [e.g., Lack of growth, commute, compensation, company culture]
- **Current Standing:** [e.g., Recently promoted, high performer, or under-utilized]
- **Pre-closing Dialogue:** The candidate has stated that their decision to leave is based on [Non-monetary reasons] and has confirmed they will not entertain a counter-offer because [Reasoning].
- **Recruiter Notes:** [Detailed notes on why the candidate is likely or unlikely to stay if offered more money by their current firm].

Recommendation:

[Your recommendation on interview scheduling or next steps].

Please find the attached resume for your review. I look forward to your feedback.

Best regards,

[Your Name]
[Your Title]
[Your Phone Number]