

Dear [Hiring Manager Name],

I am pleased to submit [Candidate Name] for the position of [Job Title].

While this candidate is highly qualified and enthusiastic about this opportunity, I want to provide full transparency regarding their current situation. Based on our screening, there is a [Moderate/High] probability that their current employer may present a counter-offer upon their resignation.

Candidate Details:

- **Current Salary:** [Amount]
- **Expected Salary:** [Amount]
- **Notice Period:** [Timeframe]
- **Primary Motivation for Leaving:** [Reason]

Counter-Offer Assessment:

[Candidate Name] has expressed that their main reason for leaving is [Reason]. Although they are committed to a career move, their current firm considers them a key asset. We have discussed the risks of counter-offers, and the candidate currently maintains that their decision to leave is firm.

To mitigate this risk, I recommend moving quickly through the interview process to maintain momentum and reinforce their interest in joining your team.

Please let me know your availability to interview [Candidate Name].

Best regards,

[Your Name]
[Your Title]
[Your Company]