

Dear [Hiring Manager Name],

I am pleased to submit **[Candidate Name]** for the position of **[Job Title]**. After a thorough screening process, I have identified [Candidate Name] as an exceptional talent who aligns perfectly with your requirements for [Key Skill 1] and [Key Skill 2].

Candidate Highlights:

- [Achievement 1: e.g., Led a team that increased revenue by 20%]
- [Achievement 2: e.g., Successfully implemented enterprise-level software]
- [Achievement 3: e.g., Expert proficiency in specific industry tools]

Financial Expectations:

The candidate's salary expectation is [Amount/Range]. They are currently interviewing with other firms and are in the final stages of [Number] other processes.

Counter-Offer Advisory:

Please be advised that [Candidate Name] is considered a "high-impact" employee in their current role. Based on my consultation with the candidate, there is a high probability that their current employer will present a counter-offer to retain them. To mitigate this risk and ensure a successful hire, I recommend the following:

- Expediting the interview timeline to maintain momentum.
- Defining a clear value proposition beyond compensation (culture, growth, impact).
- Preparing a strong initial offer to demonstrate immediate commitment.

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

Best regards,

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