

Dear [Hiring Manager Name],

I am pleased to submit **[Candidate Name]** for the position of **[Job Title]**. After an extensive screening process, I am confident that their expertise in [Specific Skill/Technology] aligns perfectly with your team's current objectives.

Candidate Highlights:

- [Key Achievement 1]
- [Key Achievement 2]
- [Relevant Certification or Education]

Strategic Fit and Motivation:

During our qualification interview, we focused heavily on their motivations for leaving [Current Employer]. [Candidate Name] is specifically seeking [Growth Opportunity/Better Culture/Specific Project Type], which their current employer cannot provide. They have confirmed that their decision to leave is final and based on long-term career goals rather than financial gain.

Counter-Offer Mitigation:

To mitigate the risk of a counter-offer, I have conducted a "Pre-Resignation Reality Check" with the candidate. We discussed the following:

- The reasons why 80% of employees who accept counter-offers leave within six months.
- The fact that their current employer's sudden interest is a reactive measure to solve a vacancy problem, not a proactive career investment.
- The candidate's firm commitment to joining [Your Company Name] because of [Specific Company Value/Project].

Financial Expectations:

The candidate's salary expectation is [Amount], which is within your established budget. They are prepared to interview on [Date/Time] and provide a standard [Number of Weeks] notice upon acceptance.

I look forward to your feedback and to scheduling the next steps.

Best regards,

[Your Name]

[Your Title]

[Your Company/Agency]