

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

Dear [Hiring Manager Name],

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

After a thorough interview process, [Candidate Name] has demonstrated exceptional skills in [Skill A], [Skill B], and [Skill C]. Their background aligns closely with your team's current needs for [Specific Project or Goal].

Transparency Regarding Counter-Offer Potential:

In the interest of full transparency and ensuring a smooth hiring process, I want to note that [Candidate Name] is a high-performer currently managed by a team that views them as a key asset. While the candidate is fully committed to making a career change for the right opportunity, there is a moderate to high probability that their current employer will present a counter-offer upon resignation.

We have discussed this possibility at length. [Candidate Name] has expressed that their primary motivations for leaving-specifically [Reason 1] and [Reason 2]-cannot be addressed by their current employer. However, to mitigate this risk, I recommend the following:

- Maintaining a decisive and efficient interview timeline.
- Focusing on the long-term career trajectory during the final interview stages.
- Ensuring the initial offer is competitive to demonstrate strong commitment.

Candidate Details:

- **Current Title:** [Current Title]
- **Notice Period:** [Number] weeks
- **Salary Expectation:** [Amount]
- **Availability to Interview:** [Days/Times]

I have attached the resume for your review. Please let me know when you would like to schedule an initial conversation.

Best regards,

[Your Name]

[Your Title]

[Your Agency/Company Name]