

To: [Hiring Manager Name]

From: [Your Name/Recruiter Name]

Date: [Current Date]

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

Dear [Hiring Manager Name],

I am submitting **[Candidate Name]** for the **[Job Title]** position. This candidate is an exceptional match for the technical requirements and culture of your team.

Urgency & Risk Note:

Please be advised that this candidate is currently classified as **High Counter-Offer Risk**. Their current employer considers them a "key employee," and the candidate has disclosed that they are under pressure to stay. Additionally, they are in the final stages with [Number] other companies.

Candidate Highlights:

- [Key Skill/Achievement 1]
- [Key Skill/Achievement 2]
- [Key Skill/Achievement 3]

Financial Summary:

- Current Salary: [Current Salary]
- Desired Salary: [Desired Salary]
- Notice Period: [Notice Period]

Recommendation:

To secure this talent and mitigate the risk of a counter-offer or a competing offer, I strongly recommend scheduling an initial interview within the next 24-48 hours. A fast-moving interview process will be our best leverage in demonstrating the value of this opportunity.

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

Best regards,

[Your Name]

[Your Title]

[Your Phone Number]