

Date: [Insert Date]

To: [Hiring Manager Name]

Department: [Department Name]

Subject: Candidate Submittal - Customer Service Batch [Batch Number/ID]

Dear [Hiring Manager Name],

I am pleased to submit a shortlist of qualified candidates for the upcoming Customer Service volume hiring batch. Following our initial screening and assessment process, the following [Number] individuals have been identified as top matches for the role based on their communication skills, technical proficiency, and service aptitude.

**Candidate Overview:**

- **[Candidate Name 1]** - [Brief Highlight, e.g., 2 years retail experience, bilingual]
- **[Candidate Name 2]** - [Brief Highlight, e.g., High assessment score, previous call center background]
- **[Candidate Name 3]** - [Brief Highlight, e.g., Excellent problem-solving skills, flexible schedule]
- **[Candidate Name 4]** - [Brief Highlight, e.g., Entry-level, high enthusiasm and cultural fit]

Attached to this email, you will find the comprehensive submittal folder containing:

- Updated Resumes
- Pre-employment Assessment Results
- Initial Phone Screen Notes

We have tentatively blocked [Date/Time] for the final interview loop. Please let me know if these candidates meet your expectations or if you would like to adjust the selection criteria for the remainder of this batch.

Best regards,

[Your Name]

[Your Title]

[Your Company/Agency Name]