

Date: [Insert Date]

To: [Hiring Manager Name / Department Head]

From: [Recruiter Name / Talent Acquisition Team]

Subject: Candidate Submittal: [Year] Graduate Program - [Batch Name/Number]

Dear [Hiring Manager Name],

We are pleased to submit the following batch of qualified candidates for the [Insert Graduate Program Name]. Following a rigorous initial screening and assessment process, these individuals have been identified as high-potential fits for the upcoming [Year] intake.

**Batch Overview:**

- **Total Number of Candidates:** [Insert Number]
- **Key Disciplines:** [e.g., Engineering, Finance, Marketing]
- **Primary Selection Criteria:** [e.g., GPA, Technical Assessment Score, Cultural Fit]

**Candidate Summary Table:**

Candidate Name	University/Major	Assessment Score	Link to Portfolio/CV
[Name 1]	[University / Degree]	[Score]	[Link]
[Name 2]	[University / Degree]	[Score]	[Link]

All candidates listed above have successfully completed [Initial Interview / Aptitude Testing / Case Study]. We have attached their full profiles and interview notes for your review.

**Next Steps:**

Please let us know your preferred dates for the final round interviews by [Insert Date]. We aim to finalize the offers for this batch by [Insert Target Date].

Best regards,

[Your Name]

[Your Job Title]

[Company Name]