

To: [Hiring Manager Name]

From: [Recruiter Name/Agency Name]

Date: [Insert Date]

**Subject: Batch Candidate Submittal - [Job Title/Batch ID] - [Number of Candidates] Candidates**

Dear [Hiring Manager Name],

Following our recent volume hiring intake for the [Department Name] team, I am pleased to submit a batch of [Number] pre-screened candidates for the [Job Title] position.

All candidates in this submittal have been vetted against your core requirements, including:

- [Requirement 1, e.g., Technical Proficiency]
- [Requirement 2, e.g., Shift Availability]
- [Requirement 3, e.g., Relevant Experience]

**Candidate Batch Overview:**

| Candidate Name | Experience Level | Key Strength      | Resume Link/Attachment |
|----------------|------------------|-------------------|------------------------|
| [Name 1]       | [Years/Level]    | [Skill/Attribute] | [Link]                 |
| [Name 2]       | [Years/Level]    | [Skill/Attribute] | [Link]                 |
| [Name 3]       | [Years/Level]    | [Skill/Attribute] | [Link]                 |

Please let me know which candidates you would like to move forward to the interview stage. I am ready to coordinate the scheduling immediately to maintain the hiring timeline.

Best regards,

[Recruiter Name]

[Title]

[Contact Information]