

Dear [Hiring Manager Name],

I am pleased to submit a high-volume batch of qualified candidates for our [Season, e.g., Winter 2024] seasonal retail associate positions.

Batch Overview:

- **Total Candidates:** [Number]
- **Position:** [Job Title, e.g., Seasonal Sales Associate]
- **Location:** [Store Number/Region]
- **Availability Status:** All candidates have confirmed availability for peak shifts, including weekends and holidays.

Attached Documentation:

- Candidate Summary Spreadsheet (Contact info, shift preferences, and start dates)
- Compiled PDF of Resumes/Applications
- Pre-screening Assessment Scores

All individuals in this batch have passed the initial phone screening and meet the minimum requirements for customer service experience and schedule flexibility. They are ready for immediate store-level interviews.

Please let me know your preferred interview dates so we can coordinate the scheduling for this group.

Best regards,

[Your Name]

[Your Title]

[Your Department/Agency]