

Date: [Insert Date]

To: [Hiring Manager Name]

Department: [Department Name]

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

Dear [Hiring Manager Name],

Please find attached the latest batch of qualified candidates for the [Job Title] position. These individuals have been screened against the core requirements for the current hiring volume.

Batch Summary:

- **Total Candidates:** [Number]
- **Key Skills Identified:** [Skill 1], [Skill 2], [Skill 3]
- **Notice Periods:** [Immediate / 2 Weeks / etc.]

Candidate List:

Candidate Name	Experience Level	Interview Availability	Resume Link/Attachment
[Name 1]	[Years]	[Date/Time]	[Link]
[Name 2]	[Years]	[Date/Time]	[Link]
[Name 3]	[Years]	[Date/Time]	[Link]

Please let us know which candidates you would like to move forward to the interview stage by [Date/Time]. We are ready to coordinate the scheduling immediately upon your feedback.

Best regards,

[Your Name]

[Your Title]

[Recruitment Agency/HR Department Name]