

Date: [Insert Date]

To: [Hiring Manager Name]

Department: [Warehouse Operations / Human Resources]

Company: [Company Name]

Subject: Candidate Submittal - Warehouse Operations Volume Hiring - Batch #[Insert Number]

Dear [Hiring Manager Name],

I am pleased to submit a batch of qualified candidates for the current Warehouse Operations volume hiring initiative. This group has been pre-screened for the following roles: [List Roles, e.g., Material Handlers, Forklift Operators, Order Pickers].

All candidates in this submittal have met the following baseline requirements:

- Availability for [Day/Night/Weekend] shifts
- Successful completion of initial skills assessment
- Ability to lift up to [Insert Weight] lbs
- Verified previous experience in high-volume distribution environments

Candidate Batch Summary:

<b>Candidate Name</b>	<b>Position Level</b>	<b>Certifications (if any)</b>	<b>Available Start Date</b>
[Candidate 1 Name]	[Role Title]	[Cert Name]	[Date]
[Candidate 2 Name]	[Role Title]	[Cert Name]	[Date]
[Candidate 3 Name]	[Role Title]	[Cert Name]	[Date]

I have attached the resumes and screening notes for each candidate. Please let me know which individuals you would like to move forward to the interview or onboarding stage.

Best regards,

[Your Name]

[Your Title]

[Phone Number]

[Email Address]