

Dear [Hiring Manager Name],

Subject: Executive Candidate Submittal - [Candidate Name] - [Job Title]

I am pleased to submit [Candidate Name] for the [Job Title] position on a temp-to-perm basis. As discussed, this arrangement allows for a strategic evaluation period to ensure a perfect fit for your executive leadership team before a long-term commitment is finalized.

Candidate Highlights:

- **Experience:** Over [Number] years of leadership in [Industry/Sector].
- **Core Competencies:** Expertise in [Skill 1], [Skill 2], and [Skill 3].
- **Key Achievement:** Successfully [Specific accomplishment or metric].

Proposed Terms:

- **Temporary Period:** [Number] months.
- **Hourly Bill Rate:** \$[Amount] per hour.
- **Conversion Terms:** A permanent salary of \$[Amount] upon successful completion of the trial period.

Attached are the candidate's executive summary and resume for your review. Please let me know your availability to schedule a preliminary interview.

Best regards,

[Your Name]
[Your Title]
[Your Company]