

Date: [Insert Date]

To: [Hiring Manager Name]
[Company Name]

Subject: Candidate Submittal: [Candidate Name] - [Job Title] - Temp-to-Perm

Dear [Hiring Manager Name],

I am pleased to submit [Candidate Name] for the [Job Title] position. This candidate is presented for your specialized technical team under a temp-to-perm conversion arrangement.

Candidate Overview:

- **Name:** [Candidate Name]
- **Technical Specialization:** [e.g., Cloud Architecture, Embedded Systems, etc.]
- **Years of Experience:** [Number]
- **Key Certifications:** [List relevant certifications]

Technical Assessment:

[Candidate Name] has demonstrated advanced proficiency in [Skill A], [Skill B], and [Skill C]. In their previous role at [Previous Company], they were responsible for [Specific Technical Achievement or Project].

Proposed Conversion Terms:

- **Contract Hourly Rate:** \$[Amount]
- **Proposed Permanent Salary:** \$[Amount]
- **Conversion Eligibility:** [e.g., 90 days / 520 hours]
- **Availability:** [Insert Date/Notice Period]

The temp-to-perm model will allow you to evaluate [Candidate Name]'s technical integration and cultural fit within your engineering environment before making a long-term commitment.

I have attached the candidate's resume and technical portfolio for your review. Please let me know when you would like to schedule a technical interview.

Best regards,

[Your Name]
[Your Title]
[Your Agency/Company Name]
[Your Phone Number]
[Your Email]