

Dear [Hiring Manager Name],

I am writing to formally present [Candidate Name] for the [Job Title] position at [Company Name].

[Candidate Name] is a highly skilled professional with [Number] years of experience in [Industry/Specialization]. Having recently completed their tenure at [Previous Company], they are currently **immediately available** to begin a new role without a notice period.

Key highlights of their background include:

- [Key Achievement or Skill 1]
- [Key Achievement or Skill 2]
- [Key Achievement or Skill 3]

Given their immediate availability, [Candidate Name] is prepared to interview at your earliest convenience and can start as soon as required to support your team's objectives.

I have attached their resume for your review. Please let me know your availability for a brief introductory call or interview.

Best regards,

[Your Name]

[Your Title]

[Your Phone Number]

[Your Email Address]