

Date: [Insert Date]

To: [Hiring Manager Name]

[Company Name]

[Department]

Subject: URGENT: Replacement Candidate Submittal - [Job Title] - [Original Employee Name]

Dear [Hiring Manager Name],

Following our recent communication regarding the vacancy for the [Job Title] position, I am writing to submit an urgent replacement candidate to ensure minimal disruption to your operations.

I have identified [Candidate Name] as a highly qualified individual who is available for immediate start. [Candidate Name] possesses the specific skill sets required for this role, including [Skill 1], [Skill 2], and [Skill 3].

Please find the following documents attached for your review:

- Updated Resume/CV
- Professional References
- [Additional Document, e.g., Certifications]

Given the urgency of this replacement, I would like to schedule an interview at your earliest convenience. [Candidate Name] is available to meet on [Date] at [Time] or [Date] at [Time].

I look forward to your prompt feedback to move this process forward quickly.

Best regards,

[Your Name]

[Your Title]

[Your Phone Number]

[Your Email Address]