

Date: [Date]

To: [Hiring Manager Name]
[Company Name]

Re: Candidate Submittal for [Job Title] - [Reference Number]

Dear [Hiring Manager Name],

Please find attached the redacted resume of a qualified candidate for the position of [Job Title].

To ensure a bias-free initial screening, all personally identifiable information has been removed from this profile. We have focused on the candidate's skills, professional experience, and technical qualifications relevant to your requirements.

Candidate Summary:

- **Total Years of Experience:** [Number] years
- **Key Technical Skills:** [Skill 1, Skill 2, Skill 3]
- **Relevant Certifications:** [Certification Name]
- **Current Notice Period:** [Number of Days/Weeks]

Highlight of Experience:

[Insert brief description of a specific achievement or relevant project].

Should you wish to proceed to an interview with this candidate, please let us know. We will provide the full, unredacted version of the resume and coordinate the next steps in your hiring process.

Best regards,

[Your Name]
[Your Title]
[Your Agency/Department Name]