

Subject: Candidate Recommendation: [Candidate Name] for [Specific Role/Department]

Dear [Hiring Manager Name],

I am writing to forward the application of [Candidate Name], who recently applied for the [Original Job Title] position within my department.

After reviewing their qualifications and conducting an initial screening, it is clear that [Candidate Name] is significantly overqualified for this specific role. Their extensive background in [Key Skill/Experience] and their previous leadership as [Former High-Level Title] suggest they would be better suited for a more senior or strategic position.

Rather than sending a standard rejection, I believe their profile aligns closely with the needs of your team, specifically for a role such as [Suggested Job Title].

I have attached their resume and contact information for your review. Please let me know if you would like me to facilitate an introduction or if you prefer to reach out to them directly.

Best regards,

[Your Name]

[Your Job Title]

[Your Department]