

Welcome to [Company Name]

Dear [Client's Name],

We are excited to introduce you to your candidate, [Candidate's Name], who will be joining your team as [Position]. We believe this partnership will lead to great success.

Candidate Overview

[Candidate's Name] comes with [mention relevant experience or skills], making them a great fit for your objectives.

Next Steps

Please arrange a time for an introductory meeting where you can discuss the role and expectations further. We recommend the following time slots:

- [Date and Time Option 1]
- [Date and Time Option 2]
- [Date and Time Option 3]

Feel free to reach out if you have any questions or need further assistance.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Contact Information]