

[Date]

[Candidate Name]

[Candidate Address]

[City, State, Zip Code]

Subject: Registration Acknowledgement - [Agency Name] Recruitment Portal

Dear [Candidate Name],

Thank you for registering with the [Agency Name] recruitment portal. We are pleased to confirm that your profile has been successfully created in our system.

Your account details are as follows:

- **Username:** [Username/Email]
- **Registration Date:** [Date]

Our recruitment team will now review your profile and professional background. Should your qualifications match any of our current or upcoming job openings, one of our consultants will contact you directly to discuss potential opportunities.

In the meantime, you can log in to your portal to:

- Upload and update your latest CV/Resume.
- Set up job alerts based on your preferences.
- Apply directly for active vacancies.

If you have any questions regarding your registration or need technical assistance, please contact our support team at [Email Address] or [Phone Number].

We look forward to assisting you with your career goals.

Best regards,

[Sender Name]

[Title]

[Agency Name]