

Subject: Reminder: Missing Resume for [Job Title] Application

Dear [Candidate Name],

Thank you for your interest in the [Job Title] position at [Company Name].

We are currently reviewing applications; however, we noticed that your resume was not attached to your initial submission. To move forward with the recruitment process, we require a copy of your current resume.

Please reply to this email with your resume attached or upload it via our application portal at your earliest convenience.

If you have already sent your resume or have any questions, please let us know.

Best regards,

[Your Name]

[Your Title]

[Company Name]