

Date: [Insert Date]

To: [Agency Name / Representative Name]

From: [Your Name/Company Name]

Subject: Portal Access and Orientation for Recruitment Services

Dear [Name],

We are pleased to officially begin our partnership with [Agency Name]. To ensure a streamlined recruitment process, we have created your account for our Recruitment Management Portal.

### 1. Portal Access Details:

- **Portal URL:** [Link to Portal]
- **Username:** [Agency Email/Username]
- **Temporary Password:** [Password]

Please log in and reset your password upon your first visit.

### 2. Orientation and Training:

To help you navigate our system and understand our hiring standards, we have scheduled a brief orientation session:

- **Date:** [Date]
- **Time:** [Time]
- **Platform:** [Meeting Link/Location]

### 3. Key Portal Functions:

- Submitting candidate profiles and resumes.
- Tracking the status of submitted candidates.
- Viewing active job descriptions and requirements.
- Direct communication with our internal HR team.

Please confirm your receipt of this email and your availability for the orientation session.

We look forward to a successful collaboration.

Best regards,

[Your Signature]

[Your Name]

[Your Title]

[Your Company]