

[Your Name/Agency Name]  
[Address]  
[City, State, Zip Code]  
[Date]

[Candidate Name]  
[Candidate Address]  
[City, State, Zip Code]

Subject: Reconnecting regarding your career goals

Dear [Candidate Name],

It has been some time since we last spoke regarding your career search. We are currently updating our database and wanted to see if you are still interested in new professional opportunities.

If you are still looking for a new role, please let us know so we can keep your profile active. We would also appreciate an updated copy of your resume to ensure we have your most recent experience and skills on file.

Please reply to this email or call us at [Phone Number] to confirm your status. If we do not hear from you by [Date], we will move your file to our inactive list.

We look forward to hearing from you and helping you with your next career move.

Best regards,

[Your Signature]  
[Your Printed Name]  
[Your Title]