

[Date]

[Candidate Name]

[Candidate Address]

[City, State, Zip Code]

Subject: Renewal of Your Candidate Registration Status

Dear [Candidate Name],

We are reaching out because our records indicate that your candidate profile with [Company/Agency Name] has been inactive for [Number] months. To ensure we have the most current information for upcoming job opportunities, we invite you to renew your registration.

If you are still interested in being considered for future roles, please complete the following steps by [Deadline Date]:

- Log in to your portal at [Link]
- Review and update your contact information
- Upload your most recent resume/CV
- Confirm your current availability and salary expectations

If we do not hear from you or see an update to your profile by the date mentioned above, we will assume you are no longer seeking new opportunities. In this case, your profile will be marked as "Inactive" and removed from our active talent pool in accordance with our data retention policy.

If you have already found a new position and wish to be removed from our database immediately, please click here: [Unsubscribe/Removal Link].

Thank you for your previous interest in [Company/Agency Name]. We hope to continue supporting your career goals.

Best regards,

[Your Name/Recruitment Team]

[Company Name]

[Phone Number]

[Email Address]