

[Date]

[Candidate Name]

[Address]

[City, State, Zip Code]

Dear [Candidate Name],

We are writing to check in regarding your current employment status and your interest in remaining active in our recruitment database.

Our records show that it has been [Number] months since our last update. To ensure we match you with the best available opportunities, please let us know if you are still seeking employment or if your contact information and resume have changed.

Please reply to this email or click the link below to confirm your status:

- I am still looking for work and want to renew my profile.
- I have found employment and wish to be placed on hold.
- I would like to be removed from your mailing list.

If you have an updated resume, please attach it to your response.

Thank you for choosing [Agency Name]. We look forward to hearing from you.

Sincerely,

[Your Name]

[Your Title]

[Agency Name]

[Phone Number]

[Email Address]