

[Date]

[Job Seeker Name]

[Address]

[City, State, Zip Code]

Subject: Notice of Inactive Status and Registration Renewal

Dear [Job Seeker Name],

Our records indicate that your job seeker registration with [Agency/Company Name] has been marked as inactive due to a period of no activity. To ensure you continue receiving job alerts and recruitment services, you must renew your registration.

To reactivate your account, please follow one of the steps below:

- Log in to your online portal at [URL] and click "Renew Registration."
- Reply to this email with your updated resume.
- Visit our office in person at [Address].

If we do not hear from you by [Date], your profile and data may be archived in accordance with our retention policy. If you have already found employment, please let us know so we can update our records.

Thank you for your cooperation.

Sincerely,

[Your Name]

[Title]

[Agency/Company Name]