

[Date]

[Candidate Name]

[Candidate Address]

[City, State, Zip Code]

Subject: Updating your career preferences with [Agency Name]

Dear [Candidate Name],

It has been some time since we last spoke regarding your career search. We are currently updating our database to ensure we only send relevant job opportunities to our active candidates.

Are you still interested in hearing about new roles, or have you recently secured a new position? If you would like to remain on our active list, please reply to this email with your most recent CV and any updates regarding your salary expectations or preferred locations.

If we do not hear from you by [Date], we will move your profile to our dormant file in accordance with our data retention policy. However, you are welcome to reach out to us at any time in the future should you decide to restart your search.

We look forward to hearing from you.

Best regards,

[Your Name]

[Your Job Title]

[Agency Name]

[Phone Number]

[Email Address]