

[Date]

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

Subject: Update on your status in our recruitment roster

Dear [Candidate Name],

We are contacting you because you are currently listed in our talent recruitment roster for the position of [Job Title/Category].

As it has been [Number] months since our last interaction, we would like to confirm if you are still interested in being considered for future opportunities with [Company Name]. We value your skills and would like to ensure our records remain current.

If you wish to remain on our active roster, please click the link below or reply to this email by [Deadline Date]:

[Confirm My Interest](#)

If we do not hear from you by the date mentioned above, we will assume you are no longer seeking opportunities with us and will move your profile to our dormant archive. You are always welcome to reapply in the future should your circumstances change.

Thank you for your continued interest in [Company Name].

Best regards,

[Your Name]
[Your Title]
[Company Name]