

[Date]

Dear [Candidate Name],

We are currently conducting our annual update of our talent database to ensure we have your most current information and professional preferences.

To help us match you with the most relevant career opportunities, please take a moment to update your profile. You can do this by replying to this email or by logging into your portal at the link below:

Link: [Insert URL]

Please review and update the following if necessary:

- Current Resume/CV
- Contact Information (Phone and Email)
- Current Job Title and Employer
- Desired Salary Range
- Preferred Work Location (On-site, Remote, or Hybrid)

If you are not currently seeking new opportunities, please let us know so we can adjust your status accordingly.

Thank you for staying connected with [Company Name].

Best regards,

[Your Name]

[Your Title]

[Company Name]