

Subject: Action Required: Keep your candidate profile active at [Company Name]

Dear [Candidate Name],

It has been a while since you last logged into your career account with [Company Name]. We noticed that your profile has been inactive for [Number] months.

To ensure you continue to receive relevant job alerts and remain visible to our recruiting team, we invite you to refresh your profile. This helps us match your current skills and experience with our latest opportunities.

To keep your account active, please log in using the link below by [Date]:

[Click here to update your profile](#)

If you do not log in by the date mentioned above, your account and personal data will be deactivated and removed from our system in accordance with our data retention policy.

If you are no longer interested in opportunities at [Company Name], no further action is required.

Best regards,

The Recruitment Team
[Company Name]