

Subject: Action Required: Complete Your Candidate Registration Profile

Dear [Candidate Name],

Thank you for your interest in joining [Company Name]. We have successfully received your initial application.

To proceed with the recruitment process, we require you to complete your candidate profile. Please log in to our career portal to provide additional details, including your work history, educational background, and preferred contact methods.

You can access your profile here: [\[Link to Portal\]](#)

Please ensure your information is updated by [Date] to avoid any delays in reviewing your application.

If you have any questions or encounter technical difficulties, please contact our recruitment team at [Email Address].

Best regards,

[Your Name/Company Name]
Talent Acquisition Team