

Subject: Update: New Placement for [Candidate Name]

Dear [Recipient Name],

I am writing to inform you that [Candidate Name] has been successfully placed in a new role as [Job Title] at [Company Name], effective [Start Date].

Please update your internal records and the candidate database to reflect this change in their professional status. We recommend marking their profile as "Placed" or "Inactive" for the next [Number] months.

Below is the updated information for their profile:

- **Candidate Name:** [Candidate Name]
- **New Position:** [Job Title]
- **Employer:** [Company Name]
- **Placement Date:** [Date]
- **Current Status:** Off-market

Thank you for ensuring our records remain accurate.

Best regards,

[Your Name]

[Your Title]

[Your Company]