

Subject: Action Required: Quarterly Talent Pool Profile Update

Dear [Candidate Name],

We are currently conducting our quarterly review of our Talent Pool to ensure we have the most accurate and up-to-date information regarding your professional experience and skills.

To remain active in our database and stay eligible for upcoming career opportunities, please click the link below to register your latest profile updates:

[Update My Profile Here](#)

Please review and update the following sections if applicable:

- Current job title and employer
- Updated resume/CV
- New certifications or skills acquired
- Contact information
- Work preference (Remote/Hybrid/On-site)

Please complete this update by [Insert Deadline Date].

Thank you for your interest in joining our team. If you wish to be removed from our Talent Pool, please [Insert Unsubscribe Link/Instructions].

Best regards,

[Your Name/Company Name]
Talent Acquisition Team