

[Date]

[Candidate Name]

[Candidate Address]

[City, State, Zip Code]

Subject: Acknowledgment of Privacy Policy and Data Protection

Dear [Candidate Name],

At [Agency Name], we are committed to protecting your personal information and maintaining your privacy. In compliance with data protection regulations, we are providing you with our Privacy Policy for your review.

This policy outlines how we collect, use, store, and share your personal data, including your resume, contact details, and employment history, for the purpose of assisting you in your job search and placement.

By signing this letter, you acknowledge that:

- You have received and read a copy of the [Agency Name] Privacy Policy.
- You understand how your personal data will be processed.
- You consent to [Agency Name] sharing your professional profile with potential employers as part of the recruitment process.

Please sign and return this letter to confirm your acknowledgment.

Signature: _____

Date: _____

Sincerely,

[Your Name]

[Your Title]

[Agency Name]