

[Date]

[Candidate Name]

[Candidate Address]

[City, State, Zip Code]

Subject: Acknowledgment of Data Privacy and Consent

Dear [Candidate Name],

Thank you for submitting your application and resume to [Recruitment Agency Name]. We are committed to protecting your personal information and being transparent about how we process your data.

In connection with your application for employment, we wish to inform you of the following:

- **Data Collection:** We collect personal information such as your contact details, employment history, education, and skills to assess your suitability for various roles.
- **Purpose:** Your data is used to provide recruitment services, match you with potential employers, and communicate regarding job opportunities.
- **Sharing:** Your profile and resume will only be shared with prospective employers and third-party service providers directly involved in the recruitment process with your prior consent.
- **Storage:** We retain your information in our secure database for as long as necessary to provide our services or as required by law.

By proceeding with your application, you acknowledge that you have read and understood our Privacy Policy and consent to the processing of your personal data as described above.

You have the right to access, correct, or request the deletion of your personal data at any time by contacting us at [Contact Email/Phone].

Sincerely,

[Your Name/Signature]

[Your Job Title]

[Recruitment Agency Name]