

[Date]

[Candidate Name]
[Candidate Address]
[Candidate Email]

Subject: Consent for Data Retention and Talent Pool Membership

Dear [Candidate Name],

Thank you for your interest in [Company Name] and for participating in our recent recruitment process for the [Job Title] position.

While we are not moving forward with your application for this specific role at this time, we were very impressed with your skills and experience. We would like to keep your CV and personal data in our Talent Pool for a period of [Number, e.g., 24] months.

By remaining in our Talent Pool, we may contact you regarding future career opportunities that align with your profile. Your data will be processed securely in accordance with our Privacy Policy and applicable data protection laws (GDPR).

Please note that:

- You have the right to access, rectify, or erase your data at any time.
- You can withdraw your consent and request to be removed from our database by emailing [Email Address].
- Your data will only be used for recruitment purposes.

To confirm your consent for us to retain your data, please click the link below or reply to this email with "I CONSENT":

[Confirm Consent and Join Talent Pool](#)

If we do not hear from you by [Date], we will delete your personal records from our system in accordance with our data retention policy.

We wish you the best in your current job search and hope to connect with you again in the future.

Sincerely,

[Your Name]
[Your Title]
[Company Name]