Candidate registration confirmation email

Send it automatically within minutes of registration, then follow with a personal note from the assigned recruiter within one business day. For incomplete registrations, send a reminder after 24 hours and again after three days.

PROFESSIONAL OR DIRECT-HIRE REGISTRATION

Subject: You're registered with [Agency Name]

Hi [First Name],

Thanks for registering with [Agency Name]. I'm [Recruiter Name], and I'll be your contact for [specialty, e.g. accounting and finance] roles in [Region].

What happens next:
1. I'll review your profile and call you within [Number] business days to talk about what you're looking for.
2. Before I share your details with any employer, I'll tell you who the company is and ask for your OK.
3. You'll hear from me whenever there's a role that fits, and at least every [Number] weeks while you're looking.

Our service is free to you. Employers pay our fees.

If anything changes, such as a new job, a different salary target or a move, reply to this email so I can update your profile.

[Recruiter Name]
[Title], [Agency Name]
[Phone Number]

TEMP OR LIGHT INDUSTRIAL REGISTRATION

Subject: Welcome to [Agency Name]: 2 steps to start working

Hi [First Name],

You're registered with [Agency Name] for [type of work, e.g. warehouse and production] jobs in [City or Region].

To get on the schedule, please finish these two steps:

1. Complete your onboarding forms: [Onboarding Link]
2. Visit our office at [Office Address] for a short interview and to verify your identity and work authorization. Walk-ins are welcome [Office Hours]. You can choose which documents to bring from the list of acceptable documents on Form I-9: [I-9 Document List Link]

Once both are done, we can start offering you shifts, usually within [Number] days. We'll text you at [Phone Number on File]. Reply STOP to any text to opt out.

Questions? Call us at [Office Phone].

[Recruiter Name]
[Agency Name], [Branch Name]

INCOMPLETE REGISTRATION REMINDER

Subject: Your [Agency Name] registration is almost done

Hi [First Name],

You started registering with [Agency Name] but didn't finish. You're missing:

- [Missing Item 1, e.g. work history]
- [Missing Item 2, e.g. availability]

It takes about [Number] minutes: [Registration Link]

We have [Number] open [Job Title] roles in [City] right now, and we can only offer them to registered candidates.

[Recruiter Name]
[Agency Name]

AFTER A WALK-IN OR JOB FAIR

Subject: Great to meet you at [Event or Branch Name]

Hi [First Name],

Thanks for stopping by [Event or Branch Name] today. You're now registered with [Agency Name], and I've noted your interest in [Job Type] work on [Shift Preference].

Next step: [specific step, e.g. complete the safety video at the link below before Friday's orientation].

[Link]

Save this number, [Office Phone], since that's where shift offers will come from.

[Recruiter Name]
[Title], [Agency Name]

SUBJECT LINE IDEAS

- You're registered with [Agency Name]
- Welcome to [Agency Name]: 2 steps to start working

- Your [Agency Name] registration is almost done
- Meet your recruiter at [Agency Name]
- Thanks for registering: here's what happens next
- Great to meet you at [Event or Branch Name]
- Finish your profile to get shift offers

SMS / WHATSAPP VERSION

Hi [First Name], you're registered with [Agency Name]. Finish your onboarding forms here so we can offer you [Job Type] shifts: [Onboarding Link]. Questions? Call [Office Phone]. Reply STOP to opt out.

Placeholders to replace: [First Name], [Agency Name], [Recruiter Name], [Title], [Region], [City or Region], [Number], [Onboarding Link], [Registration Link], [Office Address], [Office Hours], [Office Phone], [I-9 Document List Link], [Job Type], [Shift Preference], [Event or Branch Name], [Branch Name], [Phone Number]