[Date]

[Candidate Name]
[Candidate Address]
[City, State, Zip Code]

Dear [Candidate Name],

Thank you for submitting your unsolicited application and resume to [Company Name]. We appreciate your interest in our organization.

At this time, we do not have any open positions that match your specific background and qualifications. As this was an unsolicited application, we are not currently hiring for a role in your field of expertise.

We will keep your resume on file for [Number] months should a suitable vacancy arise in the future. We also encourage you to monitor our careers page for any official job postings that may interest you.

Thank you again for considering [Company Name] as a potential employer. We wish you the best of luck in your job search.

Sincerely,

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