Dear [Candidate Name],

Thank you for your interest in joining [Company Name]. We have received your unsolicited application for a [Job Title/General Position] role.

Please be advised that we do not accept or process applications submitted directly via email or through this unsolicited channel. To ensure your qualifications are properly reviewed by our recruitment team, all applicants must apply through our official job portal.

We invite you to visit our careers page at the following link to view current openings and submit your formal application:

[Link to Job Portal]

By creating a profile on our portal, you can also sign up for alerts regarding future vacancies that match your skillset.

Thank you for your understanding and for your interest in our organization.

Best regards,

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