Subject: Regarding your application for [Job Title/Department]

Dear [Candidate Name],

Thank you for your interest in [Company Name] and for submitting your unsolicited application.

We appreciate the time you took to share your qualifications and experience with us. However, we are writing to inform you that we are currently observing a formal hiring freeze across the company. As a result, we are not opening any new positions or reviewing applications at this time.

We will keep your resume on file for [Number] months. Should our hiring status change and a position matching your profile become available, we may reach out to you in the future.

Thank you again for your interest in joining our team, and we wish you the best of luck in your current job search.

Best regards,

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