[Date]

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

Dear [Candidate Name],

Thank you for your interest in [Company Name] and for submitting your unsolicited application for a [Position Title/Department] role.

We appreciate the time you took to share your background and experience with us. We have carefully reviewed your credentials; however, we do not have any open positions that match your profile at this time.

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 new 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 current job search.

Best regards,

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