[Date]

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

Dear [Candidate Name],

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

We have carefully reviewed your resume and qualifications. However, according to our internal company policy, we do not accept or retain unsolicited applications when there are no active job openings that match your specific profile.

Currently, we do not have a vacancy that aligns with your background. Therefore, we will not be moving forward with your application at this time, and your details will not be kept in our active recruitment database.

We encourage you to monitor our official careers page for future job postings and to apply formally for a specific role that matches your skills and experience.

Thank you for your understanding and we wish you the best of luck in your career search.

Best regards,

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