

<<<*Date*>>>

<<<*Applicant Address*>>>

Dear Mr. / Mrs. <<<*Name of Applicant*>>>

Thank you for sending your resume to <<<*Company Name*>>>for the position of
<<<*Job Title*>>>

Though we were impressed with your background and experience, we sincerely regret that we cannot offer you employment with our organization at this time as a vacancy does not exist.

You have our best wishes for success in locating the career opportunity you deserve. We will retain your resume in our database to review for future openings for up to (*no of years/months*). In the event of an appropriate available position, we will not hesitate to contact you.

We appreciate your interest shown with <<<*Company Name*>>>.

Yours Sincerely,

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<<<<*Name of the HR Manager*>>>>

HR Manager