

## 1 Information

### Acknowledgment of Job Inquiry (Unsolicited)

- ❑ This form is designed to assist you in the drafting of a letter acknowledging an unsolicited job inquiry sent to your company. Bracketed instructions may be included on this form to assist you in completing it and should be removed before printing.
- ❑ This form is not intended and is not a substitute for legal advice. This form should only be a starting point for you and should not be used without first consulting with an attorney. An attorney should be consulted before negotiating any document with another party.
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[Date]

[Your Name]  
[Address Line 1]  
[Address Line 2]  
[City, State, ZIP]

[Addressee's Name]  
[Address Line 1]  
[Address Line 2]  
[City, State, ZIP]

Dear [Name]:

We have recently received your letter inquiring about employment with our company. While we do not have any current openings that match your profile, we will keep your resume on file and notify you should a position become available in the future.

We appreciate your interest in (company), and wish you the best of luck in your job search.

Regards,

[Signature]  
[Printed name]