**Letter of Regret**  
  
  
October 30 2013  
  
<Name of the candidate>  
<Address>  
  
Dear Ms / Mr. \_\_\_\_\_\_\_\_\_\_\_\_\_\_,   
  
This is in reference to the meeting we had on (date). We highly appreciated your initiative for our company. We had deliberations with reference to your profile with our relevant managers. Unfortunately, we have no open vacancies to compliment your sincerity and experience at present.

However, position matching your profile efficiency is likely to come up in the future. We have placed your profile on our data bank. We will get in touch whenever something relevant comes up to reevaluate your interest.

Wishing you good luck for a brighter future,

Best Regards,   
  
<Name of the Manager>  
<Designation>  
<Company>