

APPLICATION ACKNOWLEDGEMENT LETTER

,

Dear :

I hope this letter finds you well. I am writing to acknowledge the receipt of your recent application for the position. We appreciate the time and effort you put into submitting your application.

Your application is currently under review by our hiring team. We carefully consider each candidate and will be in touch with those whose qualifications closely match the requirements of the position. Please be assured that your application is receiving our full attention, and we will contact you if we decide to proceed with your candidacy.

We aim to complete our initial review process by , and we appreciate your patience during this time.

Thank you again for considering our organization as your potential employer. We wish you the best of luck in your job search, and we will be in touch soon regarding the status of your application.

Sincerely,