

Receipt of Job Application

Date: [Insert Date]

To: [Applicant's Name]

From: [Company Name]

Subject: Receipt of Job Application

Dear [Applicant's Name],

We hereby acknowledge the receipt of your job application for the position of [Job Title] at [Company Name]. Your application was received on [Date of Application Received].

We appreciate your interest in joining our team and we will review your application thoroughly. If your qualifications match our requirements, we will contact you to schedule an interview.

Thank you for considering [Company Name] as a potential employer. If you have any questions in the meantime, please do not hesitate to reach out.

Sincerely,

[Your Name]

[Your Job Title]

[Company Name]

[Company Contact Information]