

Job Application Acknowledgment

Date: [Insert Date]

[Applicant's Name]

[Applicant's Address]

[City, State, Zip Code]

Dear [Applicant's Name],

Thank you for your application for the [Job Title] position at [Company Name]. We have received your application materials and appreciate your interest in joining our team.

We will review your application and contact you if your qualifications meet our needs. We aim to complete our review process by [Insert timeframe].

Thank you once again for considering a career with us. If you have any questions, please feel free to reach out at [Contact Information].

Sincerely,

[Your Name]

[Your Job Title]

[Company Name]

[Company Address]

[City, State, Zip Code]