

Confirmation of Resume Receipt

Dear [Applicant's Name],

Thank you for your application for the [Job Title] position at [Company Name]. We have received your resume and will begin the review process shortly.

If you are selected for the next steps, we will reach out to you within [time frame].

Thank you for your interest in joining our team.

Best regards,

[Your Name]

[Your Position]

[Company Name]

[Contact Information]