

# Acknowledgment of Job Application

Date: [Insert Date]

[Applicant's Name]

[Applicant's Address]

[City, State, Zip Code]

Email: [Applicant's Email]

Dear [Applicant's Name],

Thank you for your application for the [Position Title] at [Company Name]. We appreciate your interest in joining our team and the time you invested in the application process.

We are currently reviewing applications and will contact you if we need more information or to schedule an interview. We appreciate your patience during this time.

Thank you once again for your interest in [Company Name]. We wish you the best of luck in your job search.

Sincerely,

[Your Name]

[Your Job Title]

[Company Name]

[Company Address]

[City, State, Zip Code]

Email: [Your Email]