

# Acknowledgment of Job Application

Dear [Applicant's Name],

Thank you for your interest in the [Job Title] position at [Company Name]. We have received your application documents, and we appreciate the time and effort you put into your application.

Our hiring team will review your materials and will get back to you shortly regarding the next steps in the hiring process.

If you have any questions in the meantime, please feel free to reach out to us.

Thank you once again for your application.

Best regards,

[Your Name]  
[Your Job Title]  
[Company Name]  
[Contact Information]