

Dear [Applicant's Name],

Thank you for your inquiry regarding the [Job Position Title] at [Company Name]. We appreciate your interest in joining our team.

We are pleased to inform you that your application has been received and is currently being reviewed. We will reach out to you shortly with further information regarding the next steps in the hiring process.

Thank you once again for considering a career with us. We look forward to speaking with you soon.

Best regards,

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