

Application Evaluation Progress Update

Date: [Insert Date]

Dear [Applicant's Name],

We hope this message finds you well. We wanted to provide you with an update regarding the progress of your application for the [Position/Program Name] at [Company/Organization Name].

As of today, your application is currently in the evaluation stage. Our team is thoroughly reviewing all submitted materials and will assess them based on our established criteria.

We anticipate that the evaluation process will be completed by [Insert Estimated Date]. You will receive further communication regarding the status of your application at that time.

Thank you for your patience and interest in joining [Company/Organization Name]. If you have any further questions, please feel free to reach out.

Best regards,

[Your Name]

[Your Title]

[Company/Organization Name]

[Contact Information]