

Job Inquiry Acknowledgment

Dear [Applicant's Name],

Thank you for your inquiry regarding the [Job Title] position at [Company Name]. We appreciate your interest in joining our team and would like to acknowledge receipt of your application.

Our hiring team is currently reviewing all applications and we will get back to you shortly regarding the next steps in the hiring process.

Thank you again for considering a career with us. If you have any questions, please feel free to reach out.

Sincerely,

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