

Resume Vetting Correspondence

Dear [Candidate's Name],

Thank you for your interest in the [Job Title] position at [Company Name]. We have received your resume and would like to inform you that it is currently under review by our recruitment team.

Please allow us a few days to conduct our vetting process. We will reach out to you by [Date] with an update on your application status.

If you have any questions in the meantime, feel free to contact us at [Contact Information].

Thank you for your patience and understanding.

Best regards,
[Your Name]
[Your Job Title]
[Company Name]
[Contact Information]