

# Letter of Acknowledgment

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Your Email]

[Your Phone Number]

Dear [Candidate's Name],

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

We are currently in the process of evaluating all applications, including any bonus evaluations mentioned. Your qualifications and experience are being carefully reviewed, and we will notify you of any updates regarding your application status as soon as possible.

Thank you for your patience during this process. If you have any questions or require further information, please do not hesitate to contact me.

Sincerely,

[Your Name]

[Your Job Title]

[Company Name]