

# Acknowledgment Letter

Date: [Insert Date]

[Recipient's Name]

[Recipient's Title]

[Company's Name]

[Company's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

We would like to formally acknowledge receipt of your application for the Human Resources Coordinator position at [Company's Name]. We appreciate your interest in joining our team and value the time and effort you have spent in submitting your application.

Your qualifications will be reviewed, and we will contact you should your background and experience match our requirements. We aim to notify all candidates regarding the status of their applications within [insert time frame].

Thank you once again for your interest in a position with us.

Sincerely,

[Your Name]

[Your Title]

[Company's Name]

[Company's Contact Information]