

Application Document Receipt

Date: [Insert Date]

Dear [Applicant's Name],

We are writing to confirm the receipt of your application documents for the position of [Job Title] at [Company Name].

The following documents have been received:

- Resume/CV
- Cover Letter
- References
- Portfolio (if applicable)

Thank you for your interest in joining our team. We will review your application and get back to you shortly.

Best regards,

[Your Name]

[Your Position]

[Company Name]

[Contact Information]