

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Applicant's Name]

[Applicant's Address]

[City, State, Zip Code]

Dear [Applicant's Name],

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

This letter serves as an acknowledgment of receipt of your employment request, which we received on [Date of Application]. Our hiring team is currently reviewing all applications, and we will contact you should your qualifications match our requirements.

Please feel free to reach out if you have any questions in the meantime.

Thank you again for considering a career with us.

Sincerely,

[Your Name]

[Your Job Title]

[Your Company Name]