

Receipt of Job Application

Date: **[Insert Date]**

Dear **[Applicant's Name]**,

Thank you for your application for the position of **[Job Title]** at **[Company Name]**. We have successfully received your application that was submitted on **[Submission Date]**.

Your application will be reviewed by our team, and we will contact you if your qualifications meet our requirements for the next steps in the hiring process.

Thank you for expressing your interest in joining our team.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Contact Information]