

Job Application Receipt

Date: [Insert Date]

Dear [Applicant's Name],

Thank you for your application for the position of [Job Title] at [Company Name]. We have received your application and materials.

We appreciate your interest in joining our team. Our hiring team will review your application, and we will get back to you shortly regarding the next steps in the recruitment process.

If you have any questions, please feel free to reach out to us at [Contact Information].

Thank you once again for considering a career with us.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Company Address]