

Application Receipt Confirmation

Date: [Insert Date]

Dear [Applicant's Name],

We are pleased to confirm receipt of your application for the [Position/Program Name]. Your application was received on [Date of Receipt].

Thank you for your interest in joining [Company/Organization Name]. We appreciate the effort you put into your application and will review it in a timely manner. You will be notified regarding the next steps in the selection process shortly.

If you have any questions, please do not hesitate to reach out to us at [Contact Information].

Thank you again for your application.

Sincerely,

[Your Name]

[Your Title]

[Company/Organization Name]

[Contact Information]