

Date: [Insert Date]

[Your Name]

[Your Job Title]

[Your Company Name]

[Your Company Address]

[City, State, ZIP Code]

Email: [Your Email]

Phone: [Your Phone Number]

## **Notification of Application Receipt**

Dear [Applicant's Name],

We are pleased to inform you that we have received your application for the position of [Job Title] at [Company Name] on [Date of Application]. Thank you for your interest in joining our team.

Your application is currently under review, and we will notify you regarding the next steps in the hiring process as soon as possible. We appreciate your patience during this time.

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

Thank you once again for your application.

Sincerely,

[Your Name]

[Your Job Title]

[Your Company Name]