

Receipt of Your Application Documentation

Date: [Insert Date]

Dear [Applicant's Name],

We are pleased to acknowledge the receipt of your application documentation for the position of [Job Title/Position] at [Company Name].

Your application has been received on [Insert Receipt Date], and we appreciate the time and effort you have put into your submission.

Please be assured that our team will review your application and supporting documents thoroughly. If your qualifications match our requirements, we will reach out to you for the next steps in the selection process.

If you have any questions in the meantime, feel free to contact us at [Contact Information].

Thank you again for your interest in joining [Company Name]. We wish you the best of luck in the hiring process!

Sincerely,

[Your Name]

[Your Job Title]

[Company Name]

[Company Address]

[Contact Information]