Application Acknowledgement

Dear [Applicant's Name],

Thank you for submitting your application for the [Job Title] position at [Company Name]. We appreciate your interest in joining our team.

This letter serves to confirm that we have received your application on [Date]. Our hiring team is currently reviewing all applications, and we will get back to you regarding the next steps in the recruitment process within [Time Frame].

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

Thank you once again for your interest in [Company Name]. We wish you the best of luck with your application!

Sincerely,

[Your Name]
[Your Job Title]
[Company Name]
[Company Contact Information]