Application Acknowledgement Letter

[Date]

[Your Name]

[Your Address]

Dear [Recipient Name]:

We acknowledge the receipt of your application for the [job title] position at the [Company Name].

The search committee will review all completed applications after the announced deadline.

In the event of the acceptance of your application, we will notify you accordingly. Due to the large volume of applications that we receive, it is not possible for us to reply to ones that failed our the screening process. If you don't hear from us by [some date], then most probably your applications was not shortlisted and we encourage to try and apply a later time.

Thank you for interest in [company name].

Sincerely,