# Application Confirmation Letter

[Date]

[Your Name]

[Your Address]

Dear [Recipient Name]:

Thank you for applying for the [job title] position at [company name].

This is to confirm that we received your application, which will undergo a screening process among other applications to select the best candidate.

A decision regarding your application will be made by [some date]. We will call for an interview if you will be shortlisted for the position. Regretfully, we will not be able to contact you if your application did not make it to the next stage. We wish you the best of luck regardless of the outcome.

Sincerely,