

Acknowledging receipt of a job application

Subject: Acknowledgement of Your Job Application

Dear [Applicant's Name],

We are writing to confirm that we have received your application for the position of [Job Title] at [Company Name]. Thank you for taking the time to apply and for your interest in joining our team. Our hiring committee will carefully review your application along with others we have received. If your qualifications meet our requirements, we will contact you to schedule the next steps in the recruitment process.

Please note that due to the high volume of applications, this process may take some time. We appreciate your patience and understanding.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

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