Official Resume Submission Acknowledgement Letter

Subject: Official Confirmation of Resume Submission

Dear [Candidate Name],

This is to officially acknowledge receipt of your resume for the [Job Title] position at [Company Name]. Your application is now part of our recruitment process.

Please note that only shortlisted candidates will be contacted for further evaluation. We thank you for considering [Company Name] as your prospective employer.

Sincerely,

[Your Name]

HR Department

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