

[Date]

[Applicant Full Name]

[Applicant Address]

[City, State, Zip Code]

Dear [Applicant Name],

Thank you for submitting your application for the [Job Title] position at [Company Name].

We have successfully received your application and materials. Our hiring team is currently reviewing all submissions to identify the candidates whose qualifications best align with our requirements.

If your background meets our needs, we will contact you directly to schedule an interview. We expect to complete the initial review process by [Date/Timeline].

We appreciate your interest in joining [Company Name] and thank you for the time you invested in your application.

Best regards,

[Your Name/Department Name]

[Company Name]