**Acknowledgement of Application Receipt Template**

<LOGO>

<Company Name>

<Address>

<City>, <State> <ZIP>

Contact person**:**

**MM/DD/YYYY**

**Name of the Applicant**

**<Address>**

**<City>, <State> <ZIP>**

**Subject:** Application for **<Name of the position>**

Dear <**Name of the Applicant>**,

Thank you for applying for the position of **<Job Title>** in the **<Name of Department>**. We wanted to let you know that we are in the process of reviewing applications. We will notify you on the status of your application in**<define time period>.**

Sincerely,

**You Name**

**Position**

**Department**