



Address of the Sender

Email Address of the Sender

Date

Name of Receiver

Address of the Receiver

Subject: Thank You For Applying for the Post of _____

Dear _____ (Name of the Recipient)

This letter is to thank you for your application for the post of an _____ (Name of the Position) at the _____ Company (Name of the Company). We are currently screening the applications and will be responding to each one within a week. We are hoping to begin with the interview process from _____ (Write the Date).

Our Human Resource Team will get in touch with the shortlisted candidates by _____ (Date). If you get shortlisted, you will be required to attend an interview with our Human Resource Manager and then with our Department Manager. The interview will be conducted at our company office at _____ (Write the Address). We will intimate you about the next process soon. Thanks for applying and wishing you good luck for your application.

Sincerely,

(Signature)