



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)

Through this letter, we would like to inform you that we have received your application for the post of _____. We want to thank you for taking out the time to complete the application process. We appreciate you for showing interest in working for our company.

We are in the process of reviewing the applications and screening the candidates. We anticipate the beginning of the interviews in around 1 week. If selected for the interview process, you will hear from our Human Resource Team by _____ (Write the Date).

Thanks for showing interest in the vacancy at our company. Good luck!

Sincerely,

(Signature)