

 LOGO HERE

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(123) 1234567

Acknowledgement Letter

Dear _____,

Thank you for your interest in the company and for sending us your application for the position

"_____".

What happens next?

I am excited to hear that you are interested in joining our team and look forward to thoroughly reviewing your application to determine if it is a mutually good fit. At our Company, we recognize the amount of time dedicated to submitting an application, thus, we review applications on a running basis and select a handful of candidates that we would like to conduct an initial interview with. We are privileged to receive so many applications which often makes the selection process difficult. Therefore, we always screen all received applications on the basis of the following criteria:

- The match in competencies between you and the position
- The organizational match with us
- Your educational background
- Relevant previous experience

If there seems to be a good match based on the above criteria, a member of our Human Resources team will contact you by email within two weeks to schedule a personal interview.

Thank you,



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