

## **Application acknowledgement email template**

Dear [Candidate's Name],

On behalf of [Company Name], thank you for your application for the position of [Designation] in our company. We have received your application and I will be reviewing it in the next couple of days and updating the status of your application.

If you are selected for the next phase of the recruitment process, I will contact you for an interview session along with the date and time. You can expect my reply by [Date].

I once again thank you for your application and for taking the time to apply for this position and appreciate your interest in our company and wish you the very best in this selection process.

Sincerely,

[Your Name]

[Your Designation]