



Address of the Sender

Email Address of the Sender

Date

Name of Receiver

Address of the Receiver

Subject: Thank You for Your Patience

Dear _____ (Name of the Recipient)

Thank you for taking time to apply for the post of XXXX in our company XXXX. We want to thank you for being patient and understanding while we review your job application. As we have received a lot of applications for this profile, it is taking us time to review all applications and select the right candidates on the basis of profile screening.

We want to thank you for your understanding and patience. We will update you about your job application status by the end of this week.

Thank you once again for your patience and for coordinating with us as we undergo the profile review process.

Sincerely,

(Signature)

Sender's Full Name