

Dear Sir/ Madam/ Full name of the applicant,

We, at (your company name), have received your job application.

We understand you are willing to apply for the post of General Manager with the Administrative Department (mention the job opening). And we appreciate you taking your valuable time in filling out all the details to apply for this post. Having the right amount of experience, along with the skill sets would help us choose the right candidate to fill this position. However, we are evaluating all the applications we have received for this particular job opening.

In the meanwhile, be rest assured, we will keep you updated on the progress of your application. And if selected, there would be multiple rounds of interviews which you should be prepared for.

We feel obliged to have received your application for the job and look forward to our future interactions with regard to the same.

Thanking you.

Yours sincerely,

(Your name)

(Your designation)

(Your company name)

(Your contact information)