

Dear Sir/ Madam/ Full name of the applicant,

This letter is to notify you that we have received your application for the post of (mention the position). We thank you for taking your valuable time and considering our company (company name) for shaping your future.

Currently, we are accepting applications both online and offline. We will be reviewing all the applications and hopefully by (mention a timeframe), we will be able to confirm the date for conducting interviews. If selected, you will be contacted via phone and email by our human resource team. He/she will assign the date and time for your interview.

We wish you all the best for your future endeavors and thank you once again for sending across your application for our consideration.

Yours sincerely,

(Your name)

(Your designation)

(Your institute name)

(Your contact information)