# Acknowledgement of application

You can use this template to help you write a letter to each applicant, notifying them that you have received their application and informing them about what will happen next in your recruitment process.

<Applicant’s name>

<Street address>

<Suburb, state, postcode>

Dear <Applicant’s name>

RE: APPLICATION FOR <INSERT TITLE OF POSITION>

Thank you for your application for the position of <job title>.

We have received many applications from well-qualified and experienced candidates.

Applicants who meet the required selection criteria and most closely match the requirements of the <job title> position will be notified by <insert notification method, eg letter, email, phone call> once our short listing process has been completed.

Initial interviews will be held on <insert date>.

Thank you for your interest in this position and for submitting your application.

Yours sincerely

<Name of business representative>

<Title>

<Date>