

COMPANY NAME

ADDRESS

CITY, STATE ZIP

(XXX) XXX-XXXX

E-MAIL: NAME@NAME.COM

FAX (XXX) XXX-XXXX

Instruction: This is a model letter. Adapt to fit your facts and circumstances.

Date

Name

Company

Address Line

City, State Zip Code

Re: Acknowledgement of Receipt of Job Application - Neutral

Dear :

We received your application, Date. The closing date of the job is Date. It is after this date that we will enter into the next stage of the employment process.

If you have any questions, please feel free to contact us. Thank you for your employment interest with {Company}.

Sincerely,

N A M E