

<<firstName>> <<lastName>>

<<address.Street>>

<<address.City>>, <<address.State>> <<address.PostCode>>

<<{dateFormat($nowUTC,’EEEE, dd MMMM, yyyy’)}>>

Dear <<firstName>>,

Thank you for your recent application for the position of <<positionTitle>>.

We will be working through all the applications to produce a shortlist of applicants that we will invite for an interview.

<<cs\_includeTimeframe>>

We will contact you electronically or by phone no later than <<responseDate>>.

<<es\_includeTimeframe>>

Yours Sincerely,



Julie Partner

Human Resources Manager