

Date: <<acknowledgeDate>>

Position Ref No. : **<<position.Num>>**

<<person.firstName>> <<person.lastName>>

<<person.address.Line1>>

<<person.address.Line2>>

Dear <<person.firstName>>,

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

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

Yours Sincerely,

<<hrRep.name>>

<<hrRep.Position>>

