

Email Subject: [COMPANY NAME] has Received Your Application

Hi [FIRST NAME],

We've received your application for the role of [POSITION TITLE]. Thank you so much for taking the time to apply to [COMPANY NAME]. You can learn more about our company and its culture at [INSERT WEBSITE ADDRESS].

Someone from our hiring team will review your application and will reach out to you to schedule an interview, should we determine that your qualifications meet our needs. Because of the sheer volume of applications we receive, we're unable to respond to everyone but know that we will let you know the status of your application upon final determination.

Thank you for your interest in [COMPANY NAME].

[YOUR NAME]

[TITLE]

[COMPANY NAME]

[EMAIL ADDRESS]

[COMPANY WEBSITE]