<insert date here>

<insert employee’s name here>

<insert employee’s address here>

<insert employee’s address here>

Dear <insert employee’s name here>,

**CONFIRMATION OF JOB APPLICATION RECEIVED**

I refer to your application for the position of <insert position title here>.

I confirm that we are in receipt of your application and it is currently being considered.

Due to the number of applications likely to be received and our administrative capabilities, only candidates selected for interview will be contacted.<the previous sentence can be deleted if you are responding to each application>. If you are shortlisted for an interview, we will contact you in the near future.

We thank you for your interest in the position.

Yours faithfully,

<insert name here>

<insert position title here>

<insert company name here>