

Email Subject: (COMPANY NAME) has Received Your Application

Hi (FIRST NAME),

We've received your application for (POSITION TITLE). Thank you so much for taking the time to apply to (COMPANY NAME).

We're still in the process of reviewing 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.

(YOUR NAME AND TITLE)