

Job Application Acknowledgment

Dear Jane Smith,

Thank you for applying for the position of HR Manager at HGS. We have received your application and appreciate your interest in joining our team.

Our HR team is currently reviewing applications, and shortlisted candidates will be contacted for the next steps. If you are selected, we will reach out to you via email at jane.smith@email.com or by phone.

Meanwhile, we encourage you to learn more about our company and its culture. Please visit our website at hgs.com for further details.

We appreciate your patience and look forward to the possibility of working with you.

Best regards,
HR Department
HGS