

SAMPLE ACKNOWLEDGEMENT LETTER

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Introduction

A Resume acknowledgement letter is written by an organization to the applicants who have submitted their resumes for a particular position. The organization writes this letter to confirm that their resume has been acknowledged. On receipt of this letter, the applicant also feel satisfied that the resume has reached the right place and also in the right hands.

Writing an acknowledgment letter will not take much time, but it will leave an impact of their professionalism in applicant's mind.

Sample Acknowledgement Letter Tips

Few tips should be considered for writing an effective acknowledgment letter:

- Firstly it is essential to express your acknowledgement of documents in a sincere way and also express your gratitude towards applicant for taking interest in your organization.
- You should carry a professional approach while writing this letter.
- You should maintain transparency with the applicant while writing this letter.
- Once you are through writing the letter, please recheck the same for spelling mistakes or punctuation errors.

Sample Acknowledgement Letter

To,

Date (Date on which letter is written)

From,

Sub: Acknowledging receipt of your job application

Dear Mr. William,

We, hereby confirm acknowledgement of your resume submitted on 29th July for the post of Assistant Manager in our organization. We truly appreciate your interest towards working in our organization. We are in the process of screening the applications. Those applicants whose experience and qualifications matches our requirements, they will be intimated via email or phone.

We take four weeks to review the applications. If your application matches our requirement, we will notify you and will confirm you regarding the interview venue. If short listed, you will get a call on 30th August regarding interview confirmation.

We would also like to inform that if at this particular time, your qualification does not match our criteria; we will keep your resume in our database and will inform you if there is a suitable opening for you in future

Once again, we appreciate you for your interest in our organization and wishing you all the best for your future endeavors.

Yours truly

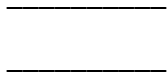
Peter Watson

Sr. HR Manager

United Estate Group

Letter Generator

From,



Letters.org

Sample Acknowledgement Letter Template

From,

Date: _____ (Date on Which Letter is Written)

To,

Letters.org

Subject: Resume Acknowledgement Letter

Dear _____(Sir or Madam),

We appreciate your interest in our company for the position of _____(What is the Job Position Applied For) and we acknowledge receipt of your resume for the same. We are in the process of screening all the resumes and will be short listing the candidates whose educational qualifications, experience and other interests meet our requirements.

Our review period will take some time, so would appreciate your patience. We will notify all the applicants about our decision at the earliest. We hope you have an opportunity to discuss your skills in detail with us, but if we do not have an opening at this time we will retain your resume for next couple of months. If anything of your caliber comes across we will surely get in touch with you.

Thank you for the time you have given to_____ (What is the Name of the Organization) We wish you success in all your endeavors.

Thanking You

Yours truly,

Name and Signature

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