**[Date]**

**[Applicant Name]**

**[Street Address]**

**[City, State, ZIP]**

Dear **[Applicant]**:

Thank you for expressing interest in working for **[Company Name]**.   
  
We are currently in the process of reviewing resumes and employment applications. If we need further information about your background and experience, we will be in contact with you.

Once again, we appreciate your interest in **[Company Name]** and wish you success in your employment search.

Sincerely,

**[Name]**

**[Title]**