

Date: <<acknowledgeDate>>

Position Ref No. : **<<position.Num>>**

<<person.firstName>> <<person.lastName>>

<<person.address.Line1>>

<<person.address.Line2>>

<<person.address.Line3>>

Dear <<person.firstName>>,

Thank you for your recent application for the position of <<position.Title>>.

<<cs\_{numApplications>50}>>We have received a large number of applications. <<es\_>>We will be working through all the applications to produce a shortlist of applicants that we would like to invite for an interview.

<<cs\_includeTimeframe>>

We will contact you electronically or by phone no later than <<responseDate>>.

<<es\_includeTimeframe>>

Yours Sincerely,

<<hrRep.name>>

<<hrRep.Position>>