

Formal Acknowledgement of Resume Submission Letter

Subject: Resume Submission Acknowledgement

Dear [Candidate Name],

This letter confirms receipt of your resume for consideration for the [Job Title] position at [Company Name]. Your application has been forwarded to the relevant department for review.

We will reach out to you if your profile aligns with our requirements. We appreciate your interest and thank you for applying.

Sincerely,

[Your Name]

[Your Position]

[Company Contact Information]

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