

Formal and Detailed Resume Acknowledgement Letter

Subject: Confirmation of Resume Receipt

Dear [Applicant Name],

This letter is to formally acknowledge the receipt of your resume submitted for the [Job Title] vacancy at [Company Name]. Your credentials will be evaluated thoroughly by our HR team, and we will contact you regarding the next steps in the recruitment process.

We thank you for your interest in our company and for taking the time to apply.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

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