

Template – Acknowledgment of application

(Business letterhead or address)

(Applicant's name)

(Street address)

(Suburb, State, Postcode)

(Date)

Dear (Applicant's name)

Thank you for interest in the role of (Job title).

We have received many applications and are currently short-listing candidates.

Applicants who appear to meet the required selection criteria and most closely match the requirements of the position will be advised in due course.

Thank you for your interest in joining us at (Business name) and for taking the time to submit an application for employment.

Yours sincerely

(Name of business representative)

(Title)

For more information on this topic, refer to **Chapter 2. Attract, Recruit and Select** of *Your Workforce – a guide for Northern Territory Employers*.