Application acknowledgement email template | Workable

**Email subject line:** Thank you for your application / Your application at [*Company\_name*]

Hi [*Candidate\_Name*] / Dear [*Candidate\_Name*],

Thank you for applying to the [*Job\_title*] position at [*Company\_name*].

I’d like to inform you that we received your [*application/resume/portfolio.*] Our hiring team is currently reviewing all applications and we are planning to schedule interviews [*mention timeframe, e.g. in the next two weeks.*] If you are among qualified candidates, you will receive [*e.g. a call/email*] from our one of our recruiters to schedule [*e.g. a phone interview.*] In any case, we will keep you posted on the status of your application.

Thank you, again, for taking the time to apply to this role at [*Company\_name.*]

Best regards,

[*Your name*]

[*Signature*]