**LETTER TO CONFIRM THE RECEIPT OF A RESUME**

**[Senders Name]  
[Address line]  
[State, ZIP Code]**

**[Letter Date]**

**[Recipients Name]  
[Address line]  
[State, ZIP Code]**

**[Subject: Normally bold, summarizes the intention of the letter] -Optional-**

Dear **[Recipients Name],**

We would like to thank you for showing an interest in being a part of our company. Our HR personnel has received your curriculum vitae and a cover letter seeking employment.  
  
There is a process that our company follows regarding requests for employment. Upon receipt of your resume, our department head reviews your qualifications to see if you fit any job openings at the time. Should you qualify, a representative will get in touch with you via email and a phone call to inform you of the specifics of your initial interview. This process usually takes 3-5 days after receiving your application.  
  
If, however, we have no openings for you, we will keep your application in our database for one year and contact you once a position, which we feel you would do well in, is available.  
  
I hope this provides you with some clarity regarding our hiring process and look forward to you being a member of our company shortly.

Sincerely,  
  
**[Senders Name]  
[Senders Title] -Optional-**

**[Enclosures: number] - Optional -  
cc: [Name of copy recipient] - Optional -**