TEMPLATE: APPLICATION FOLLOW-UP EMAIL

Email Subject Line: [Company Name] — We Received Your Application

Hi [First Name],

Thank you for your interest in [Company Name]. We have received your application for the open [Job Title] position and will review your materials thoroughly.

Someone from our team will be in touch to update you on the status of your application within [Time Frame].

In the meantime, please visit [Link to Relevant Web Page] to learn more about our company.

Best,

[Company Name] Recruiting Team

[Company Logo]