To,

[Name of Recipient]

[Address of Recipient]

Date:

**Subject: Acknowledgement of Receipt of Resume**

Dear Mr. / Mrs. [Last Name of the Recipient],

On behalf of the management of [mention Organization Name], I would like to acknowledge that we have received your resume for the position of [mention Job Title]. Also, I would like to inform you that we are impressed with your academic qualifications and professional expertise. We will timely inform you about the date, day, and timing of the walk-in-interview with our recruitment team.

If you have any questions or queries, feel free to contact us any time during business hours. Best of Luck!

Sincerely,

[Sender Name]

[Sender Signature]

[Sender Designation]

[Sender Contact Details]