Acknowledgement

Subang, 17 April 2019

Mr. Jentra Poska

Jl. Pasir Menyan No. 31, Sukamandi, Sagalaherang, Subang

Subject : Receipt of your job application

Dear applicant,

We appreciate your interest in our company for the position of Managing Director and we acknowledgement receipt of your resume for the same. We are in the process of screening all the resumes and will be short listing the candidates whose educational qualifications, experience and other interests meet our requirements.

Our review period is two weeks and if our HR department finds that your resume matches with our requirements we will remain in touch with you and will provide you with the date, time and venue of the interview. We will notify all the applicants about our decision latest by Monday of next week. We hope you have an opprtunity to discuss your skills in detail with us, but if we do not have an opening at this time we will retain your resume for next six months and will get back to you.

Thank you for the time you have given. We wish you success in all your endeavors.

Yours Faithfully,

Dibjo Destraras

Hiring Department Manager