

Application received email template

Confirm an application, set expectations on timing, and keep the candidate warm while you review.

Updated October 15, 2026. Written and reviewed by the HRTally Research Team.

When to use this template

Send this the moment an application lands, or within one business day if your system can't do it automatically. Candidates apply to many jobs in a single evening, and most never hear anything back. A plain confirmation that tells them a person will read their application, and roughly when they will hear from you, puts you ahead of most employers they applied to that week.

The best version is short and honest about timing. If your review takes two weeks, say two weeks. If the role is popular and you can only contact people moving forward, say that too, then make sure you still close the loop later with a rejection email. Our recruitment process guide covers how to set realistic review windows for each stage.

Version 1: Standard confirmation

SUBJECT We received your application for [Job title]

Hi [Candidate first name],

Thanks for applying for the [Job title] role at [Company]. Your application came through, and a member of our recruiting team will review it.

Here is what to expect next. We review applications for this role in batches, and you should hear from us by [Date or time frame], whether or not we move forward. If we would like to talk, we will email you to set up a short call with [Recruiter name or team].

In the meantime, you can learn more about how we work at [Careers page link].

Thanks again for your interest in [Company].

[Recruiter name]
[Title], [Company]

Version 2: High-volume or hourly roles

SUBJECT Thanks for applying to [Company], [Candidate first name]

Hi [Candidate first name],

We got your application for [Job title] at our [Location] location. Thank you.

We are hiring for several shifts right now, so we move quickly. If your availability matches what we need, a hiring manager will call or text you at [Phone number on application] within [Number] business days to set up a quick interview.

If your phone number or availability has changed, reply to this email and let us know.

[Hiring team name]
[Company]

Subject lines to try

- We received your application for [Job title]
- Your application to [Company] is in
- Thanks for applying, [Candidate first name]
- [Company]: application confirmation for [Job title]
- Next steps for your [Job title] application

How to personalize it

- Name the specific job title. Candidates who applied to five roles need to know which one this is.
- Give a date or a range of days, not a vague promise to be in touch.
- For hourly roles, confirm the location and the phone number you will use, since many applicants never check email.
- Sign it from a real person or a named team instead of a no-reply address.

Mistakes to avoid

- Promising a personal reply when your team can't deliver one.
- Using a no-reply sender, which tells candidates you don't want to hear from them.
- Asking for information the application already collected.
- Writing a long company pitch. The candidate already decided to apply.

Legal and compliance notes

An acknowledgment carries little legal risk, but keep it neutral. Don't comment on the candidate's qualifications or suggest an outcome. If your applicant tracking system sends this automatically, check that it doesn't pull in fields such as age or date of birth. If you hire in California, applicants are covered by the

CCPA, so link your applicant privacy notice in the email footer or on the application page.

| When to send it

Immediately is best. Automated acknowledgments from an applicant tracking system go out within minutes, and that speed is now what candidates expect. If you send it by hand, never let more than one business day pass.

| Before you hit send

- The job title, pay range, and dates match what is in your applicant tracking system.
- Every placeholder in brackets has been replaced or deleted.
- Candidates who will be interviewed or assessed are told how to request an accommodation.
- Nothing in the message comments on age, family, health, or other protected characteristics.
- A real person is named as the contact, with a reply address someone checks.

Find 73 more free HR email templates at hrtally.com/email-templates

Compare HR software, read independent reviews, and get free quotes at www.hrtally.com

Related: Interview invitation, Candidate rejection (after application), Skills assessment request