**Acknowledgement Letter**

[Date]

[Applicant]

[Address]

[Location]

Dear [Applicant]:

This is to advise you that we have received your application for the position of [Title of Position] and will include it in the competition for consideration.

Thank you for your interest in employment with the Territorial Public Service.

Sincerely,

[Name]

Human Resources Representative

Client Services Division

Department of Human Resources