

Draft: Acknowledgement Letter

Date

Name of Candidate
Mailing Address
City, State Zip Code

Dear (name of candidate):

Thank you for your interest in (Position name/number). Review of applications will begin on (date). If you are selected for a preliminary interview, you will be contacted by (name of contact person). This search process should take from four to six weeks from the review date. These are exciting times at Old Dominion and we are looking forward to completing this process toward that end.

If you have any questions, please contact (contact person/information).

Sincerely