**Acknowledgement Letter Template for Submission of Documents**

From:

Richard Brown

HR Manager

Zenith Technologies

New York

Date: 09.09.22

To,

Mr. Andrew Jose

54, Robin Street

New York

Sub: Acknowledging submission of documents.

Dear Mr. Andrew,

We are writing this letter to inform you that we have received the documents from your end on September 8th, 2022 that you were asked to submit in order to confirm the job for the profile of Marketing Executive with Zenith Technologies.

Here is the list of documents that we have received from you for submission:

1. MBA certificate copy
2. Graduation degree copy
3. ID copy
4. Passport copy

We would like to inform you that all the formalities for the recruitment process have been completed. We highly appreciate your promptness with which you submitted these documents to fulfil all the requirements in order to join Zenith Technologies.

We will be soon sending you the formal joining letter by September 15th, 2022 once all your documents have been verified. For any queries, you can always get in touch with us.

Regards,

Richard Brown

HR Manager

Zenith Technologies

New York

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