**Receipt of Documents Acknowledgement Letter Template**

From:

Richard Brown

HR Manager

Zenith Technologies

New York

Date: 09.09.22

To,

Mr. Andrew Jose

54, Robin Street

New York

Sub: Acknowledging receipt of documents.

Dear Mr. Andrew,

We are writing this letter to acknowledge the receipt of the following documents from you on September 8th, 2022.

1. Experience certificate
2. Post Graduation degree
3. Graduation degree

As you are aware that submitting the document is a part of the recruitment process in our company and we highly appreciate to submit these documents at such a short notice. We need these documents as a part of the verification process and once the process is over, we will be sending these documents back to you.

Now as we have the documents with us, we are going to start with verification process and will be happy to have you onboard. If there are any questions or doubts at your end, please get in touch with us.

Looking forward to have you join our company.

Regards,

Richard Brown

HR Manager

Zenith Technologies

New York

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