Sample Letter of Acknowledgement

Date
Name
Address
City, State, Zip Code

Dear ______________:

We have received your application materials for the position of (Position Title).

The University supports the principles of equal opportunity and affirmative action. In an attempt to measure the effectiveness of our recruitment efforts, I would appreciate your cooperation in completing the enclosed Voluntary Survey card and returning it to the Human Resources Department.

Thank you for you interest in the University of Texas Health Science Center at Houston.

Sincerely,

Name
Title
Enclosure

E-Mail Version

Dear ______________:

We have received your application materials for the position of (Position Title).

The University supports the principles of equal opportunity and affirmative action. In an attempt to measure the effectiveness of our recruitment efforts, we would appreciate your cooperation in completing the Voluntary EEO form and submitting it to the Human Resources Department. A link to the form is accessible by clicking on the Voluntary EEO form hyperlink.

Thank you for you interest in the University of Texas Health Science Center at Houston.

Sincerely,

Name
Title