

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 your 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 your interest in the University of Texas Health Science Center at Houston.

Sincerely,

Name

Title