

Subject Line: Acknowledge Receipt of Application

Dear (applicant name):

This is to acknowledge receipt of your application for the position of (title) in the (center/department) at the University of Wisconsin-Madison, Waisman Center. I will notify you of your status after the initial screening of candidates.

I would appreciate it if you would take a moment to complete the [University of Wisconsin-Madison Affirmative Action/Equal Employment Opportunity Data Questionnaire](#). Submission of this information is entirely voluntary and will not affect your position application.

Please note that unless confidentiality is requested in writing, information regarding applicants must be released upon request. Finalists cannot be guaranteed confidentiality.

Sincerely,

Contact Name

Contact Title

Ref: (PVL Number)

CC: Recruitment File