

# In-House Vacancy Alert

Dear Team,

We are excited to announce that there is a new vacancy within our organization for the position of **[Job Title]** in the **[Department]**. This is a great opportunity for those looking to advance their careers.

## Job Details:

- **Position:** [Job Title]
- **Location:** [Office Location]
- **Salary:** [Salary Range]
- **Application Deadline:** [Deadline Date]

We encourage interested candidates to apply by submitting their resume and cover letter to **[Contact Person's Email]**.

If you have any questions, please feel free to reach out.

Best regards,

**[Your Name]**  
[Your Job Title]  
[Company Name]