

# Immediate Job Opening Notification

Date: [Insert Date]

To: [Recipient Name]

From: [Your Name]

Subject: Immediate Job Opening for [Position Title]

Dear [Recipient Name],

We are excited to announce an immediate opening for the position of [Position Title] within our organization. We are looking for a qualified candidate who possesses [insert key qualifications or experiences].

If you know anyone who might be interested in this opportunity, please feel free to share this information.

Interested candidates can send their resumes to [contact email/portal] by [application deadline].

Thank you for your assistance in helping us find the right candidate.

Best regards,

[Your Name]

[Your Job Title]

[Company Name]

[Contact Information]