

Employment Opportunity Notification

Date: [Insert Date]

To: [Recipient Name]

From: [Your Company Name]

Subject: Employment Opportunity - [Job Title]

Dear [Recipient Name],

We are pleased to announce an exciting employment opportunity at [Your Company Name]. We are looking for a qualified candidate for the position of [Job Title]. This role involves [brief description of responsibilities].

If you or anyone you know is interested in this opportunity, please submit your resume and cover letter to [Contact Information] by [Application Deadline].

Thank you, and we look forward to your application.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]