

Job Listing Removal Notice

Date: [Insert Date]

To: [Insert Recipient's Name]

From: [Insert Your Name]

Subject: Notice of Job Listing Removal

Dear [Recipient's Name],

We are writing to inform you that the job listing for the position of [Job Title] posted on [Date of Posting] will be removed from our website/media as of [Removal Date].

This decision was made due to [insert reason for removal, e.g., position filled, company policy changes, etc.]. We appreciate the interest and applications we have received for this position.

If you have any questions or need further assistance, please do not hesitate to reach out.

Thank you for your understanding.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]