

Temporary Hiring Position Advisory

Date: [Insert Date]

To: [Insert Recipient's Name]

From: [Insert Your Name]

Subject: Advisory on Temporary Hiring Position

Dear [Recipient's Name],

I hope this message finds you well. We are reaching out to inform you about an upcoming temporary hiring position within [Department/Team Name]. This position is intended to fill immediate needs and support our ongoing projects.

Position Title: [Insert Position Title]

Duration: [Insert Duration] (e.g., 3 months)

Location: [Insert Location]

Responsibilities:

- [Responsibility 1]
- [Responsibility 2]
- [Responsibility 3]

Qualifications:

- [Qualification 1]
- [Qualification 2]
- [Qualification 3]

If you or someone you know is interested in this opportunity, please reach out to [Contact Person] at [Contact Information] by [Application Deadline].

Thank you for your attention to this matter.

Best regards,

[Your Name]

[Your Position]

[Your Company]