

# Temporary Employment Alert Briefing

Date: [Insert Date]

To: [Recipient Name]

From: [Your Name]

Subject: Briefing on Temporary Employment Opportunity

Dear [Recipient Name],

I am writing to inform you about a temporary employment opportunity that has become available within our organization. This position is crucial for [briefly explain the purpose of the position and its importance].

## Position Details

- **Job Title:** [Insert Job Title]
- **Duration:** [Insert Duration]
- **Location:** [Insert Location]
- **Key Responsibilities:** [List key responsibilities]
- **Qualifications:** [List required qualifications]

## Application Process

Interested candidates should submit their applications by [insert deadline] to [insert application method].

Please feel free to reach out if you have any questions or need further information regarding this opportunity.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Contact Information]