

Subject: Short-Term Job Opening Announcement

Dear [Recipient's Name],

I hope this message finds you well. We are excited to announce a short-term job opening for the position of [Job Title] in our [Department/Team] at [Company Name]. This role is crucial for [brief explanation of the project or purpose].

The position will be available from [Start Date] to [End Date]. We are looking for candidates with the following qualifications:

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

If you know anyone who might be interested or would like to apply yourself, please send a resume and cover letter to [Contact Information] by [Application Deadline].

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

Best regards,
[Your Name]
[Your Position]
[Company Name]
[Contact Information]