

# Notice of Temporary Job Vacancy

Date: [Insert Date]

To: All Staff

From: [Your Name] | [Your Position]

Subject: Temporary Job Vacancy Announcement

Dear Team,

We would like to inform you that a temporary job vacancy has arisen in the [Department Name] for the position of [Job Title]. This position is expected to be filled for a duration of [Duration] starting from [Start Date] to [End Date].

Key Responsibilities:

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

Qualifications:

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

Interested candidates should submit their applications, including a resume and cover letter, to [Contact Person] at [Contact Email/Phone] by [Application Deadline].

Thank you for your attention to this matter. We appreciate your cooperation in this process.

Best Regards,

[Your Name]

[Your Position]

[Company Name]