

Staff Job Opportunity Alert

Dear [Employee's Name],

We are excited to inform you about a new job opportunity within our organization. We are currently looking for a [Job Title] in the [Department Name].

Job Summary: [Brief description of the job role and responsibilities]

Qualifications:

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

If you are interested or know someone who might be, please reach out to [Contact Person] at [Contact Email] by [Deadline Date].

Thank you,

[Your Name]

[Your Job Title]

[Company Name]