

# Position Availability Update

Dear [Recipient's Name],

I hope this message finds you well. I am writing to inform you about the availability of the [Job Title] position within our organization.

As of [Date], the position is now open for applications. We are looking for candidates who possess [briefly list qualifications or skills].

If you know anyone who might be interested, please feel free to share this opportunity with them. The application deadline is [Deadline Date], and all applications should be submitted to [Contact Information or Application Link].

Thank you for your attention to this matter. Should you have any questions, please do not hesitate to reach out.

Best regards,  
[Your Name]  
[Your Job Title]  
[Your Company]  
[Your Contact Information]