

# Temporary Job Placement Announcement

Date: [Insert Date]

To All Employees,

We are pleased to announce the temporary job placement opportunity for the position of [Job Title]. This position will be available from [Start Date] to [End Date].

Responsibilities include:

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

Qualifications required:

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

Interested candidates should submit their applications by [Submission Deadline] to [Contact Person/Email].

Thank you,

[Your Name]

[Your Position]

[Company Name]

[Contact Information]