[DATE]

Contact Name

Address

Address2

City,

State/Province

Zip/Postal Code

**RE: NOTICE OF JOB OPENING**

Dear [CONTACT NAME],

Our company has an opening in our [SPECIFY] department for a [POSITION]. This will be a permanent position and the applicant must have the following qualifications:

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†

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†

Starting salary is [AMOUNT or DEPENDENT ON APPLICANT'S QUALIFICATIONS] and the working hours are from [TIME] to [TIME], [DAY] through [DAY].

Thank you for your interest. If you require any additional information please contact [INDIVIDUAL].

We are proud to be an equal opportunity employer.

Kind Regards,

[YOUR NAME]

[YOUR TITLE]

[YOUR PHONE NUMBER]

[YOUREMAIL@YOURCOMPANY.COM]