

April 23, 2012

Contact Name
Address
Address2
City, State/Province
Zip/Postal Code

OBJECT: NOTICE OF JOB OPENING

Dear [CONTACT NAME],

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

- ▶ _____
- ▶ _____
- ▶ _____

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.

Sincerely,

[YOUR NAME]
[YOUR TITLE]
[YOUR PHONE NUMBER]
[YOUREMAIL@YOURCOMPANY.COM]

[IF SENT BY EMAIL YOU MAY INCLUDE THIS NOTICE]

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[YOUR COMPANY NAME]
[YOUR COMPLETE ADDRESS]
Tel: [YOUR PHONE NUMBER] / Fax: [YOUR FAX NUMBER]
[\[YOUR WEBSITE ADDRESS\]](#)