

[Your Aquatic Center Name]

[Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Staff Member's Name]

[Staff Member's Position]

[Staff Member's Address]

[City, State, Zip Code]

Dear [Staff Member's Name],

We are excited to announce an opportunity to join our team at [Your Aquatic Center Name]! We are currently hiring for the position of [Position Title] and would like to invite you to apply or refer anyone who may be interested.

[Details about the position, including qualifications, responsibilities, and any required certifications.]

The deadline for applications is [Application Deadline]. Interested candidates can submit their applications to [Application Submission Details].

We are looking forward to welcoming new members to our team who are passionate about aquatics and dedicated to providing excellent service to our community.

Sincerely,

[Your Name]

[Your Position]

[Your Aquatic Center Name]

[Contact Information]