

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[Recipient's Name]
[Company's Name]
[Company's Address]
[City, State, Zip Code]
Dear [Recipient's Name],

Subject: Job Vacancy Notification

I hope this letter finds you well. I am writing to formally notify you of an available job vacancy at [Company's Name] for the position of [Job Title].

The ideal candidate should possess [brief description of required qualifications or experience]. The responsibilities for this role include [brief description of job responsibilities].

We believe that this position will significantly contribute to our team's goals and enhance our productivity. Interested candidates are encouraged to submit their applications by [application deadline].

Should you require any additional information, please do not hesitate to contact me at [your phone number] or [your email address].

Thank you for your attention to this matter.

Sincerely,

[Your Name]
[Your Job Title]
[Your Company's Name]