

[Your Company Letterhead]

[Date]

[Recipient's Name]

[Recipient's Position]

[Recipient's Company/Organization]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Job Vacancy Announcement

We are pleased to announce a job vacancy for the position of [Job Title] at [Company Name]. We seek a highly motivated individual with [briefly outline key qualifications or experience required] to join our team.

****Position:**** [Job Title]

****Department:**** [Department Name]

****Location:**** [Job Location]

****Employment Type:**** [Full-time/Part-time/Contract]

****Salary Range:**** [Salary Information]

****Key Responsibilities:****

- [Responsibility 1]

- [Responsibility 2]

- [Responsibility 3]

****Qualifications:****

- [Qualification 1]

- [Qualification 2]

- [Qualification 3]

Interested candidates should submit their applications including a resume and cover letter to [application email or link] by [application deadline].

We appreciate your help in spreading the word of this opportunity.

Thank you,

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Contact Information]