Contact Name

Address

City, State

Postal Code

OBJECT: LETTER 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] , Monday through Friday.

Thank you for your assistance. If you require any additional information please contact [individual].

 We are proud to be an equal opportunity employer.

Sincerely,

Your name

Your title

994(12) 123-4567

\_\_\_\_\_\_\_@\_\_\_\_\_\_\_\_.com