

Job Opening Announcement Letter - To Employees - Internal Referral

[Company Name] would like to announce a new vacant position in the capacity of [job title, example: accountant] in the [department name, example: accounting]. The candidate must have at least [5] years of experience with a Masters Degree. [Further qualifications here].

Priority will be given to internally referred candidates. We will postpone public announcement of the opening until we have exhausted all referred candidates. Feel free to refer any of your friends or relatives with related qualifications and expertise.

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