

Job Opening Announcement Letter - To Employees - Internal

[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].

[Company Name] would like to fill the position internally if possible. Work experience, seniority, and performance will all be determining factors. The Human Resources department will be screening candidates in coordination with management.

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