

Letter of Announcement “Job Announcement Letter”, complete announcement letters example.

This is a letter to announce the various jobs available in the company. The deserving candidates must apply for the jobs and send the required documents as soon as possible. The applicants will be chosen and then will be called for an interview. The candidates who get through the interview will become an active part of the company.

Mr. Jagdish Patel

Senior Sales Manager

ABC Group of Companies

Varanasi

Subject: **Job Announcement Letter**

Dear Candidate,

This letter is to grab your attention about the job openings in our company. Our company is regarded as a best company in the sales field in the whole India. We need ambitious and sincere people. The applicant must have minimum 6 years of job experience in sales department. Applicants will be given positions as per their qualification. Applicants need to fulfil our prescribed requirements and attachments. We give free medical facilities, good working environment, and try to bring out the best in our employees.

As soon as possible send your application on abc@jobs.com. The candidates have to go for an interview when they get selected. If there is any doubt regarding the working pattern of our company, then you can contact our person from 8.00 am to 5.00 pm Monday to Friday on our address which is displayed below

With Regards

Jagdish Patel

Senior Sales Manager

ABC Group of Companies