**Subject line: We are Hiring! Do you know a great [insert job title]?**

To All Staff

[Insert company name] is excited to announce that we are looking for a [insert job title] to work in our [insert department name].

This person will be responsible for [insert responsibilities, e.g. ‘Assisting the sales manager with the acquisition of new contracts.’]

We are looking for a [Insert a short list of requirements e.g. ‘someone with extensive sales experience, and a passion for the tech industry.’]

If you know someone who you think would be an excellent fit for this role, please could you refer them by [insert reference method e.g. emailing the hiring manager, HR, or recruitment team] their details and resume.

Thank you!

[Your name]

[Signature]