

Good Day, Team!

This letter is to formally inform you that the company is looking for a new **[Operations Manager]**. We will be accepting resumes for review and consideration for this role. Although a job posting will be available online, we strongly prioritize internally referred candidates. Any current employee is highly encouraged to apply for the position.

The **[Operations Manager]** will be responsible for working with **[improving organizational processes, and work to improve the quality, productivity, and efficiency of the company]**. His/her duties include **[selecting and hiring new staff]** and **[setting training standards and hiring procedures]**. He/she will be accountable for **[participating in any staff matters, general administration, and business planning]**.

You need to have a good five years of experience in an administrative position and at least two years of experience in a managerial position. The following are the skills you need to possess as you apply for this position:

- a. Leadership skills to properly manage the members of the team in their deliverables or tasks
- b. Communication skills in both verbal and written
- c. Interpersonal skills to interact with employees with different personalities
- d. Deep knowledge in making strategic and action plans
- e. Has outstanding analytical, logical, and critical thinking skills

Please send a cover letter and a resume before **[Insert Date of the Application Deadline]**.

You can also refer someone you know who possess the same qualifications and expertise as listed above. A referral bonus will be given. Just send an email to **[Insert Company HR Email Address]**. An email must be sent in before the interview date or exam schedule of the referred applicant. Please refer to the company guidelines for referral bonus **[Insert the link of the guidelines]**.

Please feel free to contact the Human Resource team for further questions about this internal job posting.

Best Regards,

[Insert Full Name]

[Insert Position]