**PLEASE USE YOUR COMPANY’S LETTER HEAD**

**JOB ORDER**

Date:

Mrs. Marieta Borja De Dios

Room 506, Section 001 A.P. Bldg.

1563 F. Agoncillo St., Coner Pedro Gill Street

Manila, Malate Philippines

Dear Mrs. Marieta B. De Dios,

We have current job opening in our company for approximately \_\_\_\_\_ (no. of requirement) qualified personnel with skills sets in the following areas:

Position: No. of People needed: Annualized Range of Salary:

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The applicants should posses (state qualifications).

These requirements are urgent and are to be met as soon as possible. The salary, benefits, working hours, and other terms & conditions will be in accordance with the prevailing laws as applicable to local employees.

We look forward to a long and mutually profitable relationship and await your confirmation regarding the appropriate selection of potential candidates.

Sincerely,

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Employer