Email Subject Line: We’re hiring! / Do you know a great [*Job title*]?

Hi all,

We are excited to announce that we are currently looking for a [*Job Title*] to work with our [ *X team/ Y department*]!

This person will be responsible for [*Include 1-2 key duties, e.g. ‘This person will join our mobile developers team and will be responsible for improving our iOS applications*.’] [*It’s best to add some top requirements for the position, e.g. ‘Experience with Swift and passion for mobile technologies are required for this role*.’]

If you know someone who you think would be a good fit, it would be great if you could refer them [*It’s best to mention how to refer a candidate, e.g. by emailing the recruiting team, mentioning them directly to the hiring manager or adding their contact details to the company's ATS.*]

Thank you!

[*Your name*]

[S*ignature*]