Email from employer to a recruitment agency or external recruiter | Workable

**Subject line:** New job requisition from [*Company\_name*] / New open role at [*Company\_name*]: [*job title*]

Dear / Hi [*partner’s name*],

As discussed, we’d like to hire a new [*Job title*] for our [*department*]. We’re looking for a professional with at least [*4*] years of relevant work experience with expertise in [*X technology*] who’ll be able to [*build mobile applications from scratch*]. This is a [*full time*] position and the salary range is [*$Y - $Z*]. Attached you’ll find the detailed job description you can use to advertise the job and source candidates.

Ideally, we’d like to have our new hire onboard on [*date*]. So, we should have a shortlist of [*five*] candidates by [*date*]. Please let me know if this sounds like a reasonable timeframe for the particular position.

Feel free to reach out if you need me to clarify the qualification criteria or the scope of responsibilities. I’m also happy to answer any other questions you may have about the position.

Thank you,

[*Your name*]

[*Your email signature*]