**MEMORANDUM**

To: (State who the memo is to)

From: (Name of sender, post, and department)

Date:

Subject: Hiring new staff

I am writing this memo to inform you that the Department of (give the name of Department) is planning to hire new staff members. This is an exciting opportunity for you to advance your career.

As the company (name of the company) continues to grow, we are looking for staff members who can help with our projects. We have many proposals for projects and are expecting more from top companies.

The qualifications of the individuals should be (state qualifications here).

If you are eligible for the post, please contact us.

Thank you for your cooperation

[Your Name]  
[Designation]  
[Company Name]  
[Address]