

[Your Name]
[Your Address]
[Your Phone Number]
[Your Email]
[Your LinkedIn/Portfolio Link]

[Date]

[Hiring Manager Name]
[Company Name]
[Company Address]

Subject: Availability for Artificial Intelligence Engineer Position - [Your Name]

Dear [Hiring Manager Name],

I am writing to formally confirm my availability for the Artificial Intelligence Engineer position at [Company Name]. Having followed your recent developments in [Specific Field or Project], I am eager to contribute my expertise in machine learning, neural networks, and natural language processing to your team.

Currently, I am available to start a new full-time position effective [Start Date]. My current status allows for [Number of Weeks] notice period / immediate start. I am open to working [Remote / Hybrid / On-site] based on the requirements of the role.

In my previous experience, I have successfully deployed models involving [Mention 1-2 Key Skills, e.g., Computer Vision or Large Language Models]. I am confident that my technical background aligns with the goals of your engineering department.

I am available for an interview at your earliest convenience. Please let me know a time that works best for your schedule.

Thank you for your time and consideration.

Sincerely,

[Your Signature]

[Your Printed Name]