

Emergency Job Description Approval Request

Subject: URGENT: Expedited Approval Needed - Job Description for [Position]

Dear [Approving Authority],

I am requesting expedited approval for the attached job description for [Position Title] due to [urgent business reason: critical vacancy, immediate client need, regulatory deadline, etc.].

While I recognize this request deviates from our standard Job Descriptions Policy approval timeline, the following circumstances justify urgent processing:

[Explanation of urgency and business impact]

To maintain policy compliance, I have:

- Completed all required sections using the standard template
- Obtained verbal pre-approval from [Department Head]
- Conducted preliminary salary benchmarking
- Reviewed for legal compliance with [HR/Legal contact]

I am requesting approval by [urgent deadline - date/time] to proceed with [next steps: posting, offer, etc.]. I understand that this expedited process is an exception and will ensure all documentation is completed and filed properly immediately upon approval.

The complete job description and supporting justification are attached. I am available for immediate discussion if you have any questions or concerns.

Thank you for your consideration of this time-sensitive request.

Urgently,

[Your Name]

[Title]

[Contact Information]

[Phone Number]

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