

New Position Job Description Approval Request

Subject: Approval Request: New Position Job Description - [Position Title]

Dear [Approving Authority],

I am submitting for your approval a job description for a newly created position: [Position Title],

Department: [Department Name].

This position has been created to address [business need/justification]. The job description has been developed in accordance with our Job Descriptions Ownership and Writing Policy and includes:

- Comprehensive role summary and objectives
- Detailed essential functions and responsibilities
- Required and preferred qualifications
- Reporting structure and supervisory responsibilities
- Physical demands and work environment considerations

The description has been reviewed and approved by:

- Department Head: [Name], approved [date]
- HR Compliance Review: [Name], approved [date]
- Compensation Analysis: [Name], approved [date] - Grade Level [X]

The position is budgeted under [budget code] with an anticipated salary range of [range] based on market analysis and internal equity review.

Upon your approval, we will proceed with posting this position and beginning the recruitment process. The complete job description and supporting documentation are attached for your review.

Please confirm your approval or request any modifications by [deadline].

Thank you for your consideration.

Respectfully,

[Your Name]

[Title]

[Contact Information]

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