

Staffing Requisition

Subject: Requisition for Additional Team Member - [Position Title]

Dear [Hiring Manager's Name],

I am submitting this formal requisition to request approval for hiring one additional [Position Title] for the [Department Name]. Current workload analysis and projected growth indicate that this position is critical for maintaining service quality and meeting organizational objectives.

Our department has experienced a [percentage]% increase in [workload metric] over the past [timeframe], while our team size has remained static. This has resulted in overtime costs of [amount] over [period], employee burnout indicators, and delays in [specific deliverables].

The proposed position will be responsible for: [list primary responsibilities and accountabilities]. We estimate that filling this role will reduce overtime expenses by [amount] annually, improve turnaround times by [percentage]%, and enable the team to take on [additional capabilities or projects].

Based on market research and internal compensation guidelines, the proposed salary range is [amount] to [amount], with an annual total compensation package (including benefits) of approximately [amount]. The position would report to [reporting structure] and collaborate closely with [other teams or departments].

I have prepared a detailed job description, identified key qualifications, and outlined a recruitment timeline that would bring the new hire onboard by [target date]. The onboarding and training process will be managed by [person/team] with minimal disruption to current operations.

The funding for this position can be sourced from [budget line item], where we have [amount] available due to [budget situation explanation]. Alternatively, this can be addressed in the next budget cycle if immediate approval is not feasible.

Return on investment for this hire is projected at [timeframe], based on increased capacity, reduced overtime, and improved team performance metrics. I have attached a comprehensive business case with supporting data and financial analysis.

I am available to discuss this requisition in detail and provide any additional information needed for the approval process.

Thank you for considering this important addition to our team.

Sincerely,

[Your Name]

[Your Title]

[Department]

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