Casual and simple requisition request

Subject: Job Requisition for Our Team

Hi [Manager's Name],

I wanted to quickly flag that our team really needs another [Job Title]. The workload has been piling up, and without this role, it's becoming tough to keep up.

Can we get approval to start the recruitment process? It'II make a huge difference for the whole team.

Thanks a lot,

[Your Name]

Get more templates here: https://www.lettersandtemplates.com/letters/requisition-letter-for-job