

Formal job requisition letter template

Subject: Requisition for Approval of New Job Position

Dear [Manager's Name],

I am writing to formally request the creation of a new position within our department. Due to the increasing workload and the expanding scope of responsibilities, it has become essential to add a [Job Title] to ensure smooth operations and maintain productivity.

The addition of this role will help us achieve [specific objectives such as meeting deadlines, supporting clients, improving efficiency]. I have attached a draft job description and justification for your review and approval.

I kindly request your consideration and approval to proceed with the requisition process.

Sincerely,

[Your Name]

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