

Professional internal job requisition email

Subject: Request for Recruitment of [Job Title]

Dear HR Department,

I would like to submit a requisition for hiring a [Job Title] in our team. Over the past [timeframe], our department has seen a significant increase in workload, and an additional resource is critical to maintaining our standards of performance.

Attached is the detailed job description, required qualifications, and justification for the role. Please initiate the recruitment process at the earliest possible time.

Thank you for your support.

Best regards,

[Your Name]

[Position]

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