

Letter to request replacement for vacant position

Subject: Job Requisition for Replacement

Dear [Manager's Name],

I would like to request the initiation of the recruitment process to replace [Employee's Name], who has recently resigned from the position of [Job Title]. The absence of this role has created a gap that is affecting our operations.

The replacement hire is essential to ensure continuity and prevent delays in ongoing projects.

Please approve the requisition so HR can begin sourcing candidates.

Sincerely,

[Your Name]

[Job Title]

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