

Urgent requisition for immediate hire

Subject: Urgent Job Requisition for [Job Title]

Dear [HR Manager's Name],

I am requesting immediate action to recruit a [Job Title]. Our department is currently experiencing a shortage of staff, and the absence of this role is directly impacting productivity and service delivery.

I kindly urge you to expedite this requisition so that we can fill the position at the earliest possible date. The job description and justification have been attached for your reference.

Thank you for prioritizing this request.

Sincerely,

[Your Name]

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