

Heartfelt and persuasive requisition letter

Subject: Request for Approval of New Job Position

Dear [Manager's Name],

I am reaching out to request your support in creating a new position of [Job Title] within our department. Over the last few months, I have witnessed the strain on our team as they go above and beyond to meet deadlines and client expectations. While the dedication is commendable, I believe we need to strengthen our workforce.

By approving this requisition, you will not only relieve the burden on the current staff but also empower us to achieve higher efficiency and morale. I hope you will consider this request favorably.

With respect,

[Your Name]

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