

Preliminary requisition email draft

Subject: Initial Requisition Proposal for [Job Title]

Dear [HR Manager's Name],

This is to propose the creation of a new role: [Job Title]. I believe this position will become essential in the near future as we anticipate increased demands in [specific area].

At this stage, I am seeking preliminary approval to draft the job description and conduct a needs assessment. Your guidance on the process would be appreciated.

Thank you for your consideration.

Best regards,

[Your Name]

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