

Official and formal requisition request

Subject: Request for Approval of Job Requisition “ [Job Title]

Dear [Senior Manager’s Name],

I am submitting this requisition request for your approval to create and recruit for the role of [Job Title] within [Department]. This position is critical for achieving our strategic goals and supporting upcoming initiatives.

Please find attached:

- A detailed job description
- Qualifications required
- Justification for the role
- Proposed salary range

Your approval will allow HR to initiate the recruitment process immediately. I look forward to your positive response.

Respectfully,

[Your Name]

[Designation]

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