[Company Name]  
[Address]

To

[The Recipient]

I am writing this letter to request you for the new hiring. As you must know that one of our potential workers [Mention Name & Designation] has left the job for some of his personal reasons. We are badly in need of replacing him with an equally budding employee.

His work is being divided amongst his fellow workers but it is becoming difficult for them to meet their own targets when they have extra stuff to deal with. Being the supervisor of the team, I am getting a lot of complaints daily and cannot leave them unanswered.

Therefore, this is a sheer request to you to kindly take this matter into consideration and get the new employee to fill that gap as soon as probable. So that everyone could focus on their own tasks instead of worrying about the confused state they are in.

Hoping to hear the good news of the new employee getting interviewed and eventually hired!

Sincerely.

[Your Name]  
[Designation]