Date:

Dear Ms. Emily,

I am writing this letter to propose hiring of a new employee for the position of ‘junior marketing manager’ for my marketing department.

Two years back, in 20XX, we had an employee working in this position. However, due to the pandemic, the number of clients and projects decreased, and we had to fire a few of the employees. We eliminated this position from our hierarchical chart as well.

Now, that the work is gaining its pace, and we are getting a lot number of projects, I feel that my staff, especially my assistant manager, is overburdened, which is decreasing the overall productivity as well. I want to request you to allow me to hire a new ‘junior marketing manager’ to handle the work effectively.

According to the salary structure in my department, we can offer him $[X] per month as salary, with the fringe benefits of medical insurance, free transport, and house allowance. The candidate would need to be a graduate in marketing, with at least three years of experience.

Kindly, consider my proposal. If you accept it, I will arrange the interviews in the coming week, as I need to hire someone on an urgent basis.

Awaiting your positive response. Thank you.

Regards,

Silvia Milson.