[Your Name]

HR Manager

Bright Future Academy

Lahore, Pakistan

20 June 2025

Mr. Ahmed Khan

Director

Bright Future Academy

Subject: Proposal for Recruitment of Female Staff Members

Dear Mr. Khan,

I hope this message finds you well. I am writing to formally propose the recruitment of additional female staff members for the upcoming academic year 2025–2026.

As we continue to grow and serve a diverse student population, it is essential that our teaching and administrative staff reflect the same inclusivity. Hiring qualified female professionals will not only enhance our academic delivery, particularly in girls’ sections, but also support our organizational goal of promoting gender equity and a supportive learning environment.

We currently have a shortfall of female teachers in the Primary and Middle Sections. I recommend initiating a targeted recruitment drive to fill at least 5 positions across English, Science, and Early Childhood Education. The process can be initiated in the first week of July, with hiring completed before mid-August.

I request your approval to move forward with the recruitment campaign. Upon your consent, I will prepare detailed job descriptions and coordinate the advertising process.

Thank you for considering this proposal. I look forward to your feedback.

Sincerely,

[Signature]

Nadia Sheikh

HR Manager

Bright Future Academy