Ayesha Malik   
Human Resources Officer   
SilverLine Logistics Pvt. Ltd.   
Karachi, Pakistan

20 June 2025

Mr. Imran Qureshi   
Managing Director   
SilverLine Logistics Pvt. Ltd.

Subject: Proposal for the Recruitment of Female Staff Members

Dear Mr. Qureshi,

Dear Recruitment Management Team, I am [Name] from the Department of Human Resources. The letter proposes recruiting female staff for various vacant positions in different departments of the Company. To fulfill the vacant positions before the deadline ordained by the board of directors, it is essential to advertise the vacant position before [date].

However, the proposal for recruiting female staff for the vacant position is contingent upon filling the gender gap within the Company. According to a recent report by Human Resources, the Company has a workplace gender gap, as the number of male workers exceeds the number of female workers. It creates a workplace imbalance in terms of gender rationality, which ultimately leads to a disruptive work culture.

Our company has always worked hard to provide equal opportunities to all individuals, regardless of gender, without any discrimination. We believe in providing equal opportunities to all without considering gender a bar. It has been the motto of our Company to attract more female workers and create a work environment conducive to minimizing the gender gap in the workplace.

I have attached a list of the required positions. The requisition for filling vacant positions has been forwarded to the marketing committee to advertise the available positions.

I will be grateful if you respond to the letter and approve the recruitment of female staff. I am looking forward to hearing from you. Thank you.

Sincerely,

[Signature]

Ayesha Malik   
Human Resources Officer   
SilverLine Logistics Pvt. Ltd.