**To**

**[The Recipient]**

**Re. Recruitment of Female Staff (Proposal)**

Dear Recruitment Management Team,

I am [Name] from the Department of Human Resources. The letter has been penned to propose 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 of recruitment of female staff for the vacant position is conditioned to fill the gender gap in the Company. According to a recent report by Human Resources, it is observed that the Company has a workplace gender gap as the number of male workers is more than female workers. It causes a workplace imbalance in terms of gender rationality which ultimately causes a disruptive work culture.

Or Company has always been working hard to provide equal opportunities to all gender entities 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 bring in more female workers to create a work environment conducive to minimizing the gender gap in the workplace.

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

Regards

[Name]  
[Position]  
[Company name]