

Justification for Recruitment Budget Request

Date: [Insert Date]

To: [Insert Recipient's Name]

From: [Insert Your Name]

Subject: Justification for Recruitment Budget Request

Dear [Recipient's Name],

I am writing to formally request an increase in the recruitment budget to effectively address our current staffing needs. As our organization continues to grow and adapt to changing market demands, it is essential that we attract and retain the best talent to maintain our competitive edge.

The key reasons for this budget request include:

- **Increased Demand:** Our recent growth initiatives have highlighted the need for additional skilled personnel in [specific departments or roles].
- **Competitive Market:** The talent pool in our industry is increasingly competitive, requiring additional resources to attract qualified candidates.
- **Retention Challenges:** Investing in recruitment will facilitate hiring individuals who align with our company culture, thereby reducing turnover rates.

To effectively tackle these challenges, I propose the following budget allocation:

- Job advertising platforms: \$[amount]
- Recruitment agency fees: \$[amount]
- Interviewing and onboarding expenses: \$[amount]

In conclusion, the investment in our recruitment budget is crucial for fostering a workforce that is capable of meeting our strategic goals. I appreciate your consideration of this request and look forward to discussing it further.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Job Title]

[Your Contact Information]