

Staffing Proposal

Date: [Insert Date]

To: [Recipient Name]

[Recipient Title]

[Company Name]

[Company Address]

[City, State, Zip Code]

Subject: Proposal for Addressing Skill Gaps in [Department/Team]

Dear [Recipient Name],

We have conducted a comprehensive assessment of our current workforce and identified several skill gaps within the [specific department/team]. These gaps can potentially hinder our overall productivity and effectiveness in achieving our strategic goals.

To address these issues, we propose the following staffing solutions:

- **Position 1:** [Title and Brief Description]
- **Position 2:** [Title and Brief Description]
- **Position 3:** [Title and Brief Description]

The proposed hires will bring valuable expertise in [list relevant skills or technologies], which will enable us to enhance our capabilities and improve performance.

We recommend moving forward with the necessary approvals to initiate the recruitment process and would appreciate your guidance on next steps.

Thank you for considering this proposal. I look forward to discussing it further.

Sincerely,

[Your Name]

[Your Title]

[Your Company]

[Your Contact Information]