

Suggestion for a Fixed-Term Work Position

Date: [Insert Date]

To: [Recipient's Name]

Title: [Recipient's Title]

Company: [Company Name]

Address: [Company Address]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to propose the addition of a fixed-term work position within [Department/Team Name] at [Company Name]. I believe this role could significantly benefit our current projects and enhance overall productivity.

Given the [specific projects or seasonal demands], a temporary role dedicated to [specific responsibilities or tasks] would allow us to meet deadlines more effectively and ensure high-quality results. I suggest [Job Title], who would bring [mention skills or experience relevant to the role].

The proposed position would last [duration of the fixed-term position], and the focus would be on [specific goals or objectives]. I am confident that this addition would be an asset to our team.

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

Best regards,

[Your Name]

[Your Job Title]

[Your Contact Information]