

# Contract Approval Request

Date: [Insert Date]

To: [Manager's Name]

From: [Your Name]

Subject: Request for Contract Approval for Employee Onboarding

Dear [Manager's Name],

I hope this message finds you well. I am writing to formally request your approval on the contract for [Employee's Name], who has been selected for the position of [Job Title] in our [Department Name].

Details of the contract are as follows:

- Start Date: [Insert Start Date]
- Salary: [Insert Salary]
- Duration: [Insert Duration]
- Benefits: [Insert Benefits]

We believe that [Employee's Name] will be a valuable addition to our team and will contribute significantly towards achieving our goals.

Please let me know if you require any further information or if there are any concerns regarding this request.

Thank you for your attention to this matter. I look forward to your approval.

Best regards,

[Your Name]

[Your Job Title]

[Your Contact Information]