

Board Approval Request for New Hires

Date: [Insert Date]

To: [Board Member Names or Board of Directors]

From: [Your Name]

Position: [Your Job Title]

Company: [Your Company Name]

Dear [Board Member Names or Board of Directors],

I am writing to formally request the board's approval for the hiring of [Number] new employees for the [Department/Team Name] department. The new hires are essential to maintain our growth trajectory and enhance our team's effectiveness. Below are the details of the positions:

Position Details

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

The total budget for these new hires is [Insert Budget], which will be covered by [Specify Funding Source]. The addition of these positions is projected to result in [Insert Expected Outcomes/Benefits].

Please find attached the detailed job descriptions and the timeline for the hiring process.

I appreciate your consideration of this request and look forward to your approval. Should you have any questions or need further information, please do not hesitate to reach out.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Job Title]

[Your Contact Information]