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Requisition Letter For Additional Staff

October 1, 2050

Emie Howell

VP of Human Resources

emie@you.mail

Dear **Emie Howell**,

I am writing to request the addition of 5 additional cashiers to our team. Due to the increase in customer traffic and demand, we must have sufficient staff available to provide efficient checkout services to our customers.

The additional cashiers will help ensure minimal wait times for our customers and enhance their overall shopping experience. We require individuals with strong customer service skills, attention to detail, and the ability to handle transactions accurately and efficiently.

The desired specifications for these cashiers include prior experience in a similar role, proficiency in operating cash registers and handling cash, and availability to work flexible hours, including weekends and holidays.

We kindly request that the 5 cashiers be hired and trained by November 1, 2050. Thank you for considering our request. Your prompt attention to this matter is greatly appreciated.

Sample Letter Request Additional Staff

VM Jensen



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