

Job Justification Template

[Your Name]
[Your Position]
[Date]

[Supervisor's Name]
[Supervisor's Position]
[Company/Organization Name]

Subject: Job Justification for [Position Title]

Dear [Supervisor's Name],

I am writing to request your consideration and support for the creation of a new position within our [Department/Team]. I believe that this position is essential to our department's success and will contribute significantly to the overall growth and efficiency of our organization.

Job Overview:

- **Position Title:** [Proposed Position Title]
- **Purpose/Role:** Provide a concise description of the position and its purpose. Explain how it aligns with the goals and objectives of our department and organization.
- **Key Responsibilities:** Outline the primary responsibilities and tasks that the position would entail. Highlight any specific areas where the role would address critical needs or gaps in our current operations.

Justification:

- **Increased Workload:** Describe the increasing workload or additional responsibilities that have created a need for this new position. Explain how the current team is unable to manage the workload effectively without compromising quality or timely completion of tasks.
- **Enhanced Efficiency:** Discuss how the proposed position would enhance the efficiency and productivity of our department. Consider the potential impact on workflow, turnaround time, and customer satisfaction.
- **Specialized Skills or Expertise:** If the position requires specialized skills or expertise, explain how the new hire would bring valuable knowledge or qualifications that are currently lacking within the team.
- **Growth and Expansion:** If the organization is experiencing growth or planning expansion, emphasize how this new position would support these initiatives and ensure that we can meet the demands of increased business opportunities.

Financial Considerations:

Sample Job Justification Document

Lei Huang



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