#### march Co. C. C. Committee

#### 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.

#### Jode OwnerWitney

- Position Title: (Proposed Position Title)
- PurposeRole: Provide a condise 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.

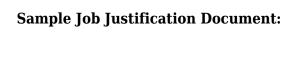
#### Juristi Rojetions:

- Increased Workload: Describe the increasing workload or additional responsibilities that
  have created a need for this newposition. 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 work flow; turneround 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 our entire lacking within the team.
- Growth and Expansion: If the organization is experiencing growth or planning expansion, emphasize howthis new position would support these initiatives and ensure that we can meet the demands of increased business opportunities.

#### Financial Considerations:

# **Sample Job Justification Document**

**John Keenan Taylor** 



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