[Company Name] [Address]

Tio.

[The Recipient]

I am writing this letter to make a request to you that the hiring of a new employee is compulsory now. We, being the managing staff of the company [Mention Name] have been facing some real issues due to the lack of certain staff. Since this branch is the baby branch of the company and we have a long way to go. This is my utter request to you that we should be provided with enough staff to take care of all the things aptly.

Here is a list of the problems we are encountering for this very reason:

- I have to stay in the office for more than my mentioned timing in order to avoid any mishap in case I leave on my departure time.
- It usually becomes hard to refuse if some worker asks for help in office stuff as there is no other suitable option they have.
- The workers are pointing out the disadvantages of working with us that never happened before.

If we hire the needed staff, I am very much positive that we will be able to generate even more positive outcomes than now. Since everyone will be at liberty to perform their task easily without any additional work to be looked at.

And if we are unable to hire the new staff! am afraid that at some point in time our super talented crew will start looking for other options. In this whole scenario, it will be only the company that will have to suffer the most of it.

I am quite hopeful that after going through this letter you will make quick decisions about new biring.

Thanking you in anticipation!

Sincerely,

[Your Name] [Designation]

Samples Letters To New Boss

Ramchandran K.K.

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James Stroman, 2008-04-04 Between coordinating meetings making travel arrangements and running the phone lines being a professional administrative assistant requires an astonishing and varied range of skills involving interpersonal communication written presentations and organizational ability Written in a down to earth style Administrative Assistant s and Secretary's Handbook provides readers with information on subjects including record keeping telephone usage office machines mail business letters and computer software skills Now in its third edition the book has been completely revised with expanded coverage of topics including electronic records management interpersonal and communication skills troubleshooting computer problems time and stress management customer service event planning web conferencing math for office professionals office management and supervision transcription and much more Comprehensive and completely up to date this is the book every administrative professional should own New Challenges, New Opportunities, 1989 School Psychology Supervisor's Toolkit Meaghan C. Guiney, 2018-12-12 The School Psychology Supervisor's Toolkit provides accessible adaptable strategies for supervising school psychologists at all points in the career span from internship to advanced practice The book covers a full range of key considerations for effective supervision such as building strong working relationships planning the supervision experience providing constructive feedback and addressing problems of professional competence Features such as definitions of key terms photocopiable handouts tips for culturally responsive practice and real life case examples make this a rich and easily applied resource The Effective Corrections Manager Bridget Gladwin, Charles R. McConnell, 2012-10-04 Managing a correctional agency hinges on effectively recruiting training directing and motivating people to provide a stable and safe correctional facility Providing current information on the management and supervision of correctional facilities this revised and updated Third Edition offers practical advice based on direct experience Designed for upper undergraduate criminal justice and sociology courses readers will learn about relevant trends with regard to correctional institutions as well as sentencing judicial treatment and correctional management philosophies This comprehensive text covers all the major management topics required for those entering corrections including labor management relations legal issues writing effective delegation coping with changing environments and more The Effective Corrections Manager Third Edition provides expanded coverage on supervision report writing and interpersonal relations In terms of supervision the text includes expanded discussions on issues first time supervisors will encounter building and maintaining morale recognizing the need for training subordinates and developing implementing and enforcing facility policies This Third Edition stresses the importance of accurate report writing including expanded coverage of strategies for writing incident reports techniques for reviewing reports and consequences for poor language and writing skills Finally it contains refined coverage of relationships between a supervisor and subordinates recognizing and controlling potential conflicts between staff members establishing appropriate positive relationships with inmates motiving subordinates

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Business Communication Ramchandran K.K., Business Communication covers concept of communication its elements and the various devices and modes of communication such as business correspondence non verbal communication essay writing speech and Management Information Systems An important feature of the book is the fact that it deals not only with written communication but also with spoken communication including telephone etiquette and speeches within an organisation This book is a must for all those who are involved in business or who are aspiring to move up the corporate ladder It is a comprehensive guide to communication skills for corporate executives and business professionals The book will be enormously useful to students of commerce management international business and sciences as the authors have taken into consideration the fact that 2 students entering a degree course as well as graduates from science disciplines would not have been introduced to the concepts of communications and the book does that in an effective manner This book explains the principles of communication and correspondence in simple language and provides models of written communication with explanations where necessary The Unselfish Guide to Self Promotion Jorge S. Olson, 2009 Self Promotion is a universal emotional state It started with self preservation in the age of the caveman and continues to this date The Unselfish Guide to Self Promotion guides you to discover new ideas and strategies on how to promote yourself with an unselfish approach by helping others Being unselfish will sell yourself your ideas your influence to your family friends in business Be inspired by the new generation of self realization Jorge Olson shows you how to be Happy Healthy Wealthy using Self Promotion in a new way a way that will catapult your confidence sharpen your senses make you view life with eyes of a child From Caveman Promotions to If sales were an art it would be painting by numbers or Leaders get calls this is a must read for every business executive leader It will transform your attitude about sales marketing promotion The book has 3 unique acts The first act teaches you the power of Unselfish Self Promotion The second act dives into self promotion how to use it in life society business The third act is a hands on self promotion marketing strategy in web 2 0 and social media marketing networking other immediate applicable tools Protecting and Exploiting New Technology and Designs K. Hodkinson, 2002-11-01 The protection of intellectual property rights has become a major concern in recent years. The opportunities being seized or lost in areas such as computer software or biotechnology have captured most of the headlines but in every research facility whatever the subject there is an increased awareness of the importance to R D management of a more commercial attitude Keith Hodkinson has run Government sponsored professional updating courses for academic and industrial researchers and business executives The practical questions raised there and the advice found most useful have all helped to make this guide a down to earth source of help which will be of immediate profitable use to its readers Appendices to the book as well as giving lists of useful names and addresses to contact also contain examples of draft letters contracts and record forms and licensing negotiating checklists Photographic Review ,1917 **Rehired, Not Retired** Dilip Saraf,2005-09 The current workforce demography and the emergent job market have put at risk millions of baby boomers retirement prospects in the U

S alone This is now also a global problem Many who were anticipating joyous sunset years have suddenly awakened to the dire future they now face Since the job market meltdown triggered in 2001 many have resigned to the idea that the emerging rules for success are beyond them Regroup conquer these rules and learn how to Reinvent yourself and reengage in ways that you thought out of reach Discover your genius and redefine your value proposition Uncover and then vanquish brand new job challenges to vivify your everyday life Make your career immune from economic cycles Find meaning in your work and bring back joy that eluded you Master the art of aligning your purpose with possibilities Retire the word retire from your vocabulary and stop working for a living Eliminate stress from meaningless work Enjoy what you do live even longer and thrive Proven strategies object lessons and handy tools make Rehired a must have playbook for those frustrated with their stalled careers or worried about their future The Effective Health Care Supervisor Charles R. McConnell, 2018-02-15 Part I The Setting The evolving supervisory roles The volatile healthcare environment The nature of supervision Health care and everywhere Management and its basic functions Part II The supervisor and self Delegation and empowerment Forming some good habits Time management Expanding the day without stretching out the clock Self management and personal supervisory effectiveness Part III The supervisor and the employee Interviewing Start strong to recruit successfully Leadership and the supervisor When the employees are professionals Motivation Intangible forces and slippery rules Performance appraisal Cornerstone of employee development Criticism and discipline Guts tact and justice The problem employee and employee problems The supervisor and the human resource department Part IV The supervisor and the task Ethics and ethical standards Decisions decisions Management of change Resistance is where you find it Communication Not by spoken words alone How to arrange and conduct effective meetings Budgeting and cost control Quality and productivity Sides of the same coin Teams team building and teamwork Methods improvement Making work and life easier Reengineering and reduction in force Continuing education Your employees and you The supervisor and the law The manager and HIPAA Organizational communication Looking up down and laterally Unions Avoiding them when possible and living with them A Companion to Cultural Resource Management Thomas F. King, 2011-03-29 A Companion to when necessary Cultural Resource Management is an essential guide to those wishing to gain a deeper understanding of CRM and heritage management Expert contributors share their knowledge and illustrate CRM s practice and scope as well as the core issues and realities in preserving cultural heritages worldwide Edited by one of the world's leading experts in the field of cultural resource management with contributions by a wide range of experts including archaeologists architectural historians museum curators historians and representatives of affected groups Offers a broad view of cultural resource management that includes archaeological sites cultural landscapes historic structures shipwrecks scientific and technological sites and objects as well as intangible resources such as language religion and cultural values Highlights the realities that face CRM practitioners on the ground **The City Record** New York (N.Y.),1889 American Stationer and Office Manager, 1920

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