

Request Email for Approval

Dear Ruchi Ma'am,

In response to your monthly production increase demand, I would like to request your approval for an increase in the team members.

In the last review, you showed your dissatisfaction regarding the output of my team. Following that, I carried out an internal assessment for pinpointing the root cause. It has been found that even by increasing the number of working hours, optimum results are not obtained. Thus, the only other way is to hire two more [job position].

I strongly recommend the increase in the number of team members and request your approval for the same. It will improve productivity and output.

I eagerly await your response.

Regards,

Yukti

