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| --- | --- |
| DATE: |  |
| TO: | Employee Services |
| FROM: |  |
| TITLE: |  |
| RE: |  |
|  |  |

The following is justification for \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_:

Type of request

Please fill in Justification here:

EXAMPLE-Reason for the request-additional duties, current duties antiquated, limited resources, vacant position causing extra demand, reorganization, need for specialized skill set etc. Please be specific and describe in at least 2 to 3 sentences your organizational needs.

Signed by:

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|  |

Hiring Manager

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|  |

Hiring Manager Title