

Sub:- Urgent hiring requirement.

Dear Rejo Sir,

I hope this email finds you well. I want to bring to your attention toward newly assigned project my team. As you know this is a vital project and holds significant value for us.

Since project deadline is too short , I need to expand my team. As none of the experience employees are available to join my team and same has been discussed with other Managers. Therefor we have to recruit new employees for this project.

We should have a meeting for this matter and start a recruitment drive as early as possible.

Your intervention in this matter would be helpful in completing this project within time.

Thank you for your attention to this urgent matter.

Best regards,

Makshud Qureshi