



HR Requisition Email Templates

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Requisition request (Manager)

Dear (Manager Name)

Your requisition request for (job title) submitted on (date) has been approved.

Regards
(Signature)

Requisition request (HR)

Dear (HR name)

You have received a new requisition request from (Manager) for (job title) on (date).

Designation	Department	No. of Position	Experience	Skill Type	Salary Range
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Job Description Attachment

Click here to "Approve" or Reject".

Requisition Request (Approved)

Dear (Manager Name)

Your requisition request for (job title) submitted on (date) has been approved.

Regards

(Signature)

Requisition Request (Rejected)

Dear (Manager Name)

Your requisition request for (job title) submitted on (date) has been rejected.

Regards

(Signature)

Replacement (HR Manager)

Dear (Manager Name)

(Manager Name) have requested a replacement for (employee name) in the (department).

Designation Department No. of Position Experience Skill Type Salary Range

Please, log into your HRMS account to take action.

Regards
(Signature)



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