Date:

To:

(Name of the receiver)

(Designation)

(Name of company)

Sub: Request for the replacement of a resigned staff member

Dear Mr. ABC,

I would like to bring to your attention that the (name of the employee) has resigned from the Department (name of Department).] He/She worked as a (tell their job designation) in the Department.

(Name of the employee) resigned due to (tell why the employee resigned from the Department). He/she was not able to cooperate with other staff members from the same department.

There is an urgent need to replace him/her as soon as possible. If this does not happen, the performance of the whole department will be compromised. I hope to receive a positive response from you soon.

Thanking you,

Yours sincerely,

(Name of sender)

(Designation)

Signature