**Sample Proposal Letter for New Positions**

Dear Ms. Smith,

Due to the ongoing challenges within our scheduling department, I would like to propose the creation of a new position at ABC, Inc.: Scheduling Coordinator.

According to my research, our automatic scheduling system creates some challenges for the company in terms of overtime use and staff turnover. The work schedule is only released a week in advance, which prevents employees from knowing their upcoming shifts within an adequate amount of time to plan their personal schedules. As a result, they often need to swap shifts or find coverage at the last minute, and employees who cover shifts risk accruing higher amounts of overtime. This inconsistent scheduling is one of the leading reasons for high staff turnover and low employee satisfaction rates at ABC, Inc.

The data I collected on both negative impacts include:

* Excessive overtime costs totaling over $115,000 per year.
* 60% of employees who quit over the last three years cited uneven shift distribution as their top reason for leaving the company.

The addition of a scheduling coordinator position would directly address these issues. In this role, I would ensure even shift distribution and reduce overtime costs by over $100,000 per year. Unlike an automatic scheduling system, I can communicate directly with employees to provide the best shifts based on their individual availability.

This flexible system will lead to better employee attendance along with higher employee satisfaction and lower staff turnover rates. The annual cost of the automated system would also be eliminated, which offsets the salary of the new position.

My duties as the scheduling coordinator would include:

* Organizing and preparing work schedules in advance to avoid swapping shifts
* Managing shift coverage while avoiding overtime hours when possible
* Accommodating scheduling conflicts
* Tracking employee attendance records including vacation time and sick leave
* Approving and scheduling time off for employees
* Verifying weekly employee hours worked for payroll

I have worked for ABC, Inc. for nearly seven years in a variety of staff positions. I am, therefore, familiar with many company policies that affect staff scheduling. My qualifications for the scheduling coordinator position include:

* Written and verbal communication skills for discussing shift preferences with staff
* Critical-thinking skills to flag potential issues and report them to upper management
* Organizational skills to ensure proper documentation is filed and shift coverage is sufficient in each department
* Record-keeping skills to ensure employee preferences are updated regularly to prevent conflicts
* Proficiency in Microsoft Office programs to track employee attendance and time off
* Team-building skills to maintain amicable relationships with employees and management personnel to better handle staff concerns

Thank you for taking the time to review this proposal for a new Scheduling Coordinator position. I believe that this role will allow me to put my skills and qualifications to use in order to benefit the company and improve employee retention. Please contact me if you have any other questions about my proposal. I look forward to discussing the opportunity with you further.

Sincerely,

Linda Jones