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Dear [Mr./Mrs. Last Name],

Thank you for approving my request to add another employee to the benefits team. I appreciate the fact that you were willing to take into consideration the increased workload due to changes in our healthcare plan. Adding this team member will make a big difference in each team member's workload, leading to key positive outcomes. I expect it to have a positive impact on performance, productivity, employee satisfaction and retention. I have started looking for the right person to hire and expect to begin interviews next week. I just wanted to take a brief minute to let you know how very much your support and approval of this new position means to me and everyone else on the benefits team.

Sincerely,

[Your signature]