

[Date]

[Recipient Name]

[Recipient Title]

[Company Name]

Dear [Recipient Name],

Subject: Proposal for Festive Season Contingent Workforce Support

I am writing to propose a strategic staffing plan to manage the upcoming festive season peak. As business volume typically increases during this period, ensuring we have a scalable contingent workforce is essential to maintaining operational efficiency and customer satisfaction.

Our proposal includes the following key elements:

- **Resource Requirements:** An estimated [Number] of temporary staff across [Departments/Roles].
- **Timeline:** Recruitment to begin by [Date], with onboarding completed by [Date].
- **Contract Duration:** From [Start Date] to [End Date].
- **Training:** A streamlined two-day induction program to ensure immediate productivity.

By implementing this contingent workforce plan, we aim to prevent permanent staff burnout, reduce overtime costs, and ensure all holiday deadlines are met.

I have attached a detailed budget breakdown for your review. I look forward to discussing this proposal with you further.

Sincerely,

[Your Name]

[Your Title]