



## Sample Manpower Request

October 30, 2002

Mrs. Melissa Buenaventura  
RGB Connection  
170 Emma Street  
Guelph, Ontario, Canada N1E 1V7

**Subject: Manpower Request**

Dear Mrs. Buenaventura:

Please find our manpower requirements for immediate employment of registered nurses at XYZ Memorial Hospital in Somewhere, USA.

Category	Number	Wages per Hour
<b>STAFF NURSE</b>	50	US\$ xx.xx
Surgical ICU	8	
IMU	5	
Medical/Cardiac ICU	7	
Pediatric	7	
Neonatal ICU	8	
Medical/Surgical	10	
OR	5	

**Other Benefits:**

Holiday Pay  
Sick Leave  
Medical Plans and Benefits as per hospital contracts  
Signing Bonus for Airfare, NCLEX Review, and 1 month housing assistance  
Provide cultural integration assistance

In view of the immediate need for the above registered nurses, the undersigned respectfully request your prompt attention and consideration to this matter.

Yours truly,

Josephine Jones  
Director, Human Resources, Recruitment & Retention