

[YOUR NAME]

[City, Country] | [Phone] | [Email] | [LinkedIn]

[Date]

[Hiring Manager Name]

[Job Title]

[Company]

[City]

Re: HR Manager application: [Your Name]

Dear [Hiring Manager],

In [period], I hired [X] employees for [Company] and reduced time-to-hire from [X] to [X] days by [process change]. I am applying for the HR Manager role at [Target Company] to build the same momentum.

I manage compliance end to end: Saudi Labor Law, GOSI, Qiwa, and Mudad for [X] employees, and I raised Saudization from [X]% to [X]% (Nitaqat [band]) through [targeted programs / graduate pipelines].

My approach to people is practical: clear onboarding in the first [X] days, performance conversations every [quarter], and exit interviews that feed retention plans. Turnover fell [X]% last year.

I can join on [date] and would welcome a discussion about your hiring plan.

Kind regards,

[Your Name]