



Global Legal Solutions®

New Hire Justification Business Case

GLS Solutions

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TEMPLATE USAGE NOTES

1. GLS REPORT 1

- 1.1 This New Hire Justification Business Case template helps to efficiently make a compelling case to add headcount for your legal team.
- 1.2 This template provides a clear framework to generate a compelling case for securing additional legal headcount and does so in a time efficient manner.
- 1.3 To use the template simply “plug-in” the data that is applicable to your in-house legal department in the section highlighted in yellow below.
- 1.4 If you have any questions about this template, or indeed any other legal operations query applicable to your in-house legal department, book a free consultation with GLS using: [Free GLS Consultation](#)

NEW HIRE BUSINESS CASE

1. EXECUTIVE SUMMARY: INTRODUCTION

- 1.1 This is a formal request by [Company Name]'s in-house legal team for approval to hire [Number] additional [Role Title, e.g., Legal Counsel / Contract Specialist / Compliance Officer] (the “New Hire(s)”) to address critical gaps in legal resourcing that are impacting business operations, risk management, and cost efficiency.

2. EXECUTIVE SUMMARY: KEY JUSTIFICATIONS

- 2.1 **Increased Legal Demand:** [Over the last [●] months [Company Name] has experienced] / [In the next [●] months we are expecting [Company Name] to experience] a [●]% growth in contract volume, regulatory complexity, and litigation matters.
- 2.2 As a result of this hire, we anticipate that [Company Name] will experience:
 - 2.2.1 **Cost Savings:** Reduced reliance on external counsel (projected savings: \$[●] annually).
 - 2.2.2 **Risk Mitigation:** Improved ability to prevent compliance failures and contractual risks.
 - 2.2.3 **Business Enablement:** Faster turnaround times for commercial deals and strategic initiatives.
- 2.3 **Investment Overview:**
 - 2.3.1 **Salary & Benefits:** \$[●] annually
 - 2.3.2 **ROI Period:** [●] months (based on cost avoidance and efficiency gains)

3. EXECUTIVE SUMMARY: RECOMMENDATION

- 3.1 We recommend that the in-house legal department receives approval to recruit the New Hire(s) to enable it to align legal capacity with [Company Name]'s business needs.