

Letter to Suggest a Solution to a Company's Problem

[Your Name]

[Address]

[Letter Date]

[Recipients Name]

[Address]

[Subject: Subject of Letter] -Optional-

Dear [Recipient's Name],

I am a little concerned about my sales team. The company gives two months training to the employees and there is only one month working month which puts the company in loss. The hiring process of the company should not be based on two months of training.

I suggest that there should be some changes in the hiring process of the company. The employees should be bound to work with the company for at least one year. Hiring new employees frequently affects the performance of the company. I hope that you will take my suggestions in consideration and will provide the opportunity to solve the problem.

Sincerely,

[Your Name]

[Senders Title] -Optional-