[DATE]

Contact Name

Address

Address2

City

Postal Code

**RE: EMPLOYEE SUGGESTION FOR COMPANY MEETING**

Dear [CONTACT NAME],

There seems to be a growing sense of anxiety amongst the employees in my department regarding [DESCRIBE]. I don’t think the newsletter that was put out last week helped to alleviate the fears of most employees.

I think it would be more beneficial to attack the issue head-on by holding a general meeting with all employees concerned wherein questions can be put forth and answers can be provided.

There is a schism between employees and management that appears to be growing and presents a potential problem.

I do know that this could cause some inherent problems in hashing this subject out in an open forum but these must be weighed against the present alternative. I do feel, however, that the suggestion is worth some consideration.

Kind regards,

[YOUR NAME]

[YOUR TITLE]

[YOUR PHONE NUMBER]

[YOUREMAIL@YOURCOMPANY.COM]