To, Mr. Adam Smith  
[Company Name]

Dear Mr. Smith, With due respect, it is stated that I, the Chief Editor of the Britain Reads magazine, want to make a suggestion regarding the addition of new posts and to hire more people for the company and our publishing house. Due to the recent success of our latest month’s issue, the company has been facing a huge influx of workload in the form of sponsorship proposals and matters to be managed by specifically hired people for the job.

The workload has been so much increased that our current employees face and deal with burnout by the mid of the day. So, many coordination and communications are to be managed that are managed with difficulty due to the lesser number of staff members in the office.

Last week I was on sick leave as I could not make it to the office, and while I was away, I had so many calls from the staff to ask me about different pending matters that were not to be discussed if someone is away on a leave. Thus, there is a dire need for newly hired and freshly trained staff in the office to manage and divide the workload on board.

In total, there is a need for some 20 more employees that should be hired in the office, for the time being, 9 of them permanently and the remaining 11 on a tentative probationary basis so that the season of heavy workload is catered well. Three more Assistant Sales Managers, 4 Assistant Marketing Managers, 3 office boys, 2 Associate Chief Editors, 3 Graphics Designers, and 5 Column Writers are required on an urgent basis as the work is drastically and negatively being affected.

This overburdened situation has stirred panic among the employees where staff is unable to keep a record of their own duties and tasks. Many times, they miss important calls from the sponsors, which proves to be a loss for the magazine even in the short run-in terms of profit collection and business.

If we are provided with a fresh and competent workforce, I can assure you that the deadlines would be met sooner and the tasks would be managed efficiently, avoiding missing out on any duties. I am aware that the company had been going through a loss for the last 4 months, but with the new writers and columnists writing for the magazine, the sales have been miraculously improved, putting the Britain Reads magazine on a higher pedestal of fame and success, which eventually comes with sacrifices and more dedicated workforce.

Thus, their salaries can now be easily managed, and new posts can be easily created in the firm to manage the tasks well. If new staff is not provided in due time, we are expected to face a setback in our business as mismanagement would cause havoc in the office, making us lose all the contracts with our sponsors, which are one of our profit sources and income.

I would really appreciate it if my request is considered. Thank you for your time and consideration.

Yours sincerely,

Jeremy Black   
Chief Editor