Date:

To

[The Recipient Name]  
[Designation]

**Re. Complaining the Understaffed Manpower for Janitorial Services**

Dear Sir,

I am writing this letter to complain about the long-standing issue in the company that is unresolved since [MONTH]. The janitorial industry of our company that provides and outsource cleaning services to the commercial markets and for personal assistance, is facing a shortfall in the availability of the employees who are expert in the janitorial service that includes all kinds of cleaning.

With reference to this complaint, I am writing to inform you of the potential loss that can be borne by the company because of less manpower available. There is a need for an urgent solution to this problem as we have several pending bids, contracts, and good projects that can prove themselves to be beneficial. Moreover, less manpower can cause a bad reputation in terms of professional services and competent employees.

Following solutions have been consulted by the general consultation team of the company from the administration:

1. Use of social media platforms to hire more employees
2. Hiring on a contractual basis
3. Making the work managed in different shifts and incrementing the wages
4. Cancel the leaves that are for more than one month.

These solutions have been proposed and put together for the effective management of the problem. Please look into this matter and respond with kind remarks. For more, a meeting can be arranged with all the executives, or a single curriculum can be followed chosen by you. Please find the regular staff sheet attached. Thank you.

Regards.

[Name]