DATE

To

[Recipient Name]

Dear McKayla,

I wanted to see you at work. But I got to know that you have been keeping very busy. I know it is one of the busiest times of the year. I have been very upset and depressed these days. It feels like work stress is taking over me. So, I felt that it is a better option to speak it out rather than letting the anger build inside me.

I am one of the most experienced and oldest employees in the department. I have put a lot of hard work and worked effortlessly. When you work with all your commitment, you do expect to receive an equal reward as well. As the appraisal period was approaching, I was sure to make a great difference in my salary this time. However, it is such a shame to see that I have not been promoted and my salary has not increased. This has led to a drastic decrease in my work morale.

It would be great if you could review this decision again. I have been very loyal to my company and do not wish to switch my job for small reasons.

With thanks

[You Name]