Dear Billy,

*I’m writing this letter of complaint with a strong hope that something can be resolved very quickly, as I only have 16 working days to complete my apprenticeship with you.*

In the time we have been together at Hughes Electronics everything that has been asked has been carried out to the utmost of my ability.

Though taking time off from work was not desirable I had no choice as without that time I would not be able to complete my apprenticeship as such, following this arrangement it is self-evident that this time has been used effectively having passed all of my exams.

The modules that have been completed are:

CIW Javascript Specialist

CIW Database Design

The apprenticeship currently stands at 80%.

What I am asking is …

I have worked hard consistently throughout the year and I have now passed all my exams.

I have worked through the modules and I’ve put the time in on C++, I will be able to create the application in Java for the project and Greg says that I could do contract work with the company if I can complete the project by the end of the apprenticeship.

I worked hard at home over the Christmas holiday and I am grateful for the unpaid leave you gave me in order to finish some of the work that was necessary for my apprenticeship, however I am not going to be able to complete it unless you allow me to.

The things I have learnt are all coming together and I need time at work to complete it.

If you are asking me to complete this work in 3 weeks and at the same time asking me to spend a whole day testing today and continuing tomorrow test patch leads, you are asking the impossible and setting me up for a guaranteed failure.

This project you have given me to work on was started ?\_\_ years ago, and of all the other apprentices you have ever had, not one of them has managed to complete their apprenticeship.

I think, having come this far, doing everything asked of me, and more, what you are doing now is unreasonable and unfair.

If I had done my training at JustIT I would not have been working at Highes Electronics for a total of 13 weeks.

Considering this I think taking 4 weeks of leave unpaid is unfair and wrong, and goes against my contract but at the time I feel I had no choice but to accept your offer of unpaid leave because I didn’t know how I’d be able to finish the work needed for the apprenticeship otherwise.