

(MrJin 原创) 小作文 7——建议信 (缓解员工压力)

Directions:

Write a letter of about 100 words to the president of your company, suggesting how to help his employees manage their stress in the workplace.

You should include the details you think necessary.

DO NOT sign your own name at the end of the letter. Use “Li Ming” instead.

Do not write the address. (10 points)

亲爱的总裁先生，

我是本公司的一名员工，我非常荣幸给您写这封信。事实上，我是想给您提一些建议来帮助您的员工去应对职场压力。

首先，你可以通过鼓励他们养成健康的生活方式来帮助他们减轻压力。例如，你可以组织一些诸如部门之间的友谊赛，或者是每个月策划一次郊游。另外，应该给员工提供更多的讲座和指导，以便他们能够知道如何平衡工作和家庭，并更懂得如何去管理时间。

如您能考虑我的建议，我将不胜感激。并且，我真的希望我们每个人都能在此过程中受益。

你诚挚的，
李明

Dear Mr. President,

I am one of the employees at this company and I feel very privileged to write this letter to you. In fact, I want to give you some suggestions to help your employees manage their stress in the workplace.

To begin with, you can reduce their stress by **encouraging a healthy lifestyle culture among them**. For example, you can organize activities such as a friendly sports competition among different departments or plan a company nature walk once a month. In addition, more lectures and guidance should be provided for the employees so that they know how to balance work and home and become more skillful at time management.

I would appreciate it if you take these suggestions into consideration and it is my sincere hope that every one of us can reap huge benefits in this process. **(137 words)**

Yours sincerely,
Li Ming