

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Recipient Name]  
[Company Name]  
[Company Address]  
[City, State, Zip Code]

Dear [Recipient Name],

I hope this letter finds you well. I am writing to formally express my concern regarding job security within [Company Name], particularly in light of recent developments affecting our team.

As a dedicated employee, I have consistently contributed to [specific projects or roles], and I am committed to the success of our organization. However, the uncertainty surrounding potential changes has raised apprehensions among the staff.

I believe it is essential for both employees and management to engage in open dialogue regarding any upcoming changes that may affect our roles. I would appreciate the opportunity to discuss this matter further and explore potential safeguards for job security within our department. Thank you for your attention to this important issue. I look forward to your response.

Sincerely,

[Your Name]  
[Your Job Title]