

Subject: Addressing Workload Imbalance in the Team

Dear [Manager's Name],

I hope this message finds you well. I would like to bring to your attention some observations regarding the current workload distribution within our team. It has come to my notice that certain team members, including myself, are experiencing a disproportionate amount of tasks compared to others.

This imbalance is leading to increased stress levels and could potentially impact our overall productivity and team morale. To ensure that we meet our deadlines and maintain a positive working environment, I would like to propose a review of our current assignments and a discussion on possible redistribution of tasks.

I believe that by addressing these concerns, we can enhance our efficiency and ensure that all team members contribute meaningfully without feeling overwhelmed. I would appreciate the opportunity to discuss this further at your earliest convenience.

Thank you for your attention to this matter.

Sincerely,
[Your Name]
[Your Position]