

Subject: Request for Discussion on Workload and Well-being

Dear [Manager's Name],

I hope this message finds you well. I am writing to bring to your attention some challenges I have been experiencing recently due to my current workload.

Over the past few months, I have noticed that the demands of my role have significantly increased, and I am finding it increasingly difficult to manage my responsibilities effectively. This has led to feelings of burnout, and I believe it is crucial to address this issue before it impacts my performance and well-being further.

I value my role at [Company Name] and am committed to contributing positively to our team. I would appreciate the opportunity to discuss my workload and explore potential adjustments that could help me perform at my best.

Thank you for understanding, and I look forward to our conversation.

Best regards,
[Your Name]
[Your Job Title]
[Your Contact Information]