

# Letter to HR Regarding Excessive Workload

Date: [Insert Date]

[Your Name]

[Your Position]

[Your Department]

[Your Contact Information]

[HR Manager's Name]

[Company Name]

[Company Address]

Dear [HR Manager's Name],

I hope this message finds you well. I am writing to bring to your attention some concerns I have regarding my current workload. Over the past [insert duration], I have noticed a significant increase in my responsibilities, which is becoming overwhelming and affecting my productivity and well-being.

While I am committed to my role and ensure high-quality work, the current volume of tasks is not sustainable. I believe this situation can be addressed through open communication and support from the HR department. I would appreciate the opportunity to discuss my workload in detail and explore possible solutions together.

Thank you for your understanding. I look forward to your response.

Sincerely,

[Your Name]