

Subject: Addressing Productivity Concerns Due to Increased Workload

Dear [Manager's Name],

I hope this message finds you well. I am writing to bring to your attention some concerns regarding my current workload and its impact on productivity.

Over the past [duration], I have noticed a significant increase in my responsibilities, which has led to challenges in meeting deadlines and maintaining the quality of my work. While I am committed to delivering high-quality results, the current workload has started to hinder my efficiency and effectiveness.

I believe that by discussing my current tasks and exploring potential adjustments, we could not only enhance my productivity but also contribute to the overall success of our team. I would appreciate an opportunity to meet and discuss this further at your earliest convenience.

Thank you for your understanding and support.

Sincerely,
[Your Name]
[Your Position]