

Date: [Insert Date]

To: [Manager's Name]

From: [Your Name]

Subject: Discussion on Workload Concerns

Dear [Manager's Name],

I hope this message finds you well. I am writing to discuss some concerns I have regarding my current workload. As you know, I am dedicated to meeting the expectations of my role and contributing positively to our team's performance.

Recently, I have noticed a significant increase in my responsibilities, which has made it challenging for me to maintain the quality of my work and meet deadlines. Specifically, [briefly outline specific tasks or projects contributing to the increased workload].

I believe that discussing this matter further could help find a sustainable solution, whether that involves reallocating some responsibilities or providing additional resources. I am confident that addressing these concerns will enhance both my productivity and the team's overall success.

Thank you for considering my request. I would appreciate the opportunity to meet and discuss this at your earliest convenience.

Best regards,

[Your Name]

[Your Job Title]

[Your Contact Information]