

# Subject: Managing Workload Expectations

Dear Team,

I hope this message finds you well. As we progress through our current projects, I wanted to take a moment to address our workload expectations moving forward.

It's important that we maintain a balanced workload to ensure productivity and job satisfaction. Here are a few key points to keep in mind:

- **Clear Priorities:** Please prioritize tasks as discussed in our last meeting. Focus on high-impact assignments first.
- **Open Communication:** If you foresee any challenges in meeting deadlines, do not hesitate to reach out for support.
- **Regular Check-ins:** I will schedule weekly check-ins to discuss progress and adjust workloads as necessary.

Thank you for your hard work and dedication. I'm confident that by managing our expectations and supporting one another, we can achieve our goals successfully.

Best regards,  
Your Name  
Your Position