

Workload Adjustment Plan

Date: _____

To: [Employee Name]

Position: [Employee Position]

Department: [Department Name]

Dear [Employee Name],

Based on recent evaluations and discussions regarding your current workload, we have developed a plan to adjust your responsibilities to better align with your capacity and professional development goals.

Current Workload Overview

[Brief description of current workload and responsibilities]

Proposed Adjustments

- Task 1: [Details of adjustment]
- Task 2: [Details of adjustment]
- Task 3: [Details of adjustment]

Impact of Adjustments

[Explanation of how these adjustments will benefit both the employee and the organization]

Next Steps

Please review the proposed adjustments and provide your feedback by [Feedback Deadline]. We will schedule a follow-up meeting to discuss this plan further.

Thank you for your continued hard work and dedication.

Sincerely,

[Your Name]

[Your Position]

[Company Name]