

Notification of Workload Change Request

Date: [Insert Date]

Dear [Faculty Member's Name],

This letter is to formally notify you of a change in your faculty workload as per your recent request submitted on [Insert Request Date]. After reviewing your request and considering the current departmental needs, we have made the following adjustments to your workload:

- Current Workload: [Insert Current Workload Details]
- Proposed Workload: [Insert Proposed Workload Details]

Please note that these changes will take effect from [Insert Effective Date]. We trust that this adjustment will help you in achieving your academic goals and fulfilling your responsibilities effectively.

If you have any questions or concerns regarding this change, please do not hesitate to reach out.

Thank you for your understanding.

Sincerely,

[Your Name]

[Your Position]

[Department Name]

[Institution Name]

[Contact Information]