

Notification for Workload Accommodation

Date: [Insert Date]

To: [Recipient's Name]

From: [Your Name]

Subject: Request for Workload Accommodation

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally request accommodations regarding my workload due to [briefly explain the reason, e.g., a health condition, personal circumstances, etc.]. After careful consideration, I believe that an adjustment to my current responsibilities would allow me to maintain productivity and contribute effectively to our team.

I would appreciate the opportunity to discuss possible accommodations, such as [suggest specific accommodations, e.g., flexible deadlines, reduced hours, etc.], which would greatly assist me in managing my workload while ensuring that I can continue to meet the expectations set for my position.

Thank you for your understanding and support in this matter. I am looking forward to your response.

Sincerely,

[Your Name]

[Your Position]

[Your Contact Information]