

Email to Your Boss About Concern

Example

Subject: Request for Assistance with Overloaded Project Schedule

Dear [Boss Name],

I hope this message finds you well. I am writing this email to notify you that I am currently managing multiple projects at the same time. I believe that day by day, it is getting very difficult for me to manage all those projects. Moreover, due to this excessive burden of work, I often have to work beyond standard working hours, which has begun to cause adverse impacts on my performance and well-being.

I have also noticed a lack of focus and a decline in productivity because of taking on several projects at the same time. Moreover, the quality of work that I deliver is also getting affected due to the excessive workload.

So, I hope that you will consider my request and will guide and assist me to make things easy for me. I will be looking forward to your support and your take on this matter.

Thanks for your time and concern!

Sincerely,

[Name]

[Designation]

[Contact Number]