

Sample Email to Your Boss About Concern

Subject: Concern about the current workload

Dear Mrs. Robinson,

I hope this email finds you well. I wanted to bring to your notice some concerns that I have regarding my current workload. For the last few months, I have been assigned multiple projects at once. This is making things difficult for me as I am struggling to manage my time effectively in order to finish those projects by their respective deadlines.

As a result, I have to work long hours and have noticed a decline in my work efficiency and health. I believe if I am assigned one project at a time, it will be quite easy for me to manage things for me. Moreover, I will be easily able to ensure high-quality work while maintaining my overall work efficiency.

I hope that you will take notice of the situation and assist me to overcome the problem that I am currently facing. I propose we should sit down and prioritize my current projects based on their importance and deadline so that I would be able to manage my workload efficiently.

Thanks a lot for your valuable time. I will be looking forward to your response on this matter.

Sincerely,

Paul Alexander

Assistant Finance Manager

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