

Complaint Letter About Excessive Workload

Subject: Concern Regarding Excessive Workload and Work Hours

Dear [Manager's Name],

I am writing to raise a concern about the increasing workload assigned to me over the past few months. The volume of tasks has grown significantly, often requiring me to work beyond regular hours without adequate support or compensation.

While I am committed to my role, this workload has become unmanageable and is affecting both my productivity and wellbeing. I kindly request that my responsibilities be reviewed and distributed more fairly among the team.

I appreciate your understanding and look forward to a positive resolution.

Sincerely,

[Your Name]

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