

Heartfelt Grievance Letter

Subject: Grievance About Excessive Workload

Dear [Manager's Name],

I truly value my role in the company and the opportunities I have been given. However, I am struggling with the excessive workload that I have been assigned recently. Despite my best efforts, I find it increasingly difficult to maintain a balance between quality work and meeting deadlines.

This situation has begun to take a toll on my health and well-being. I kindly request that my workload be reassessed or redistributed to ensure sustainability and fairness.

I am committed to the success of the team and hope this issue can be resolved in a way that benefits both the company and myself.

Thank you for your understanding.

Sincerely,

[Employee Name]

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