Sample Email to Boss Due to Workload and Concerns

Subject: Assistance Required with Current Workload

Hello Mr. Williams,

I wanted to discuss the workload for our current project. I'm facing a few challenges, such as juggling multiple tasks with tight deadlines, but I believe that with some adjustments or additional resources, we can stay on track.

Any guidance you can provide would be greatly appreciated.

Thanks, Emily Johnson



Sample Email To Your Supervisor

Yijin Wang

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