

[Your Name]  
[Your Job Title]  
[Department]  
[Date]

To,  
Human Resources Department  
[Company Name]

Subject: Formal Complaint Regarding Unfair Workload Distribution

Dear HR Team,

I am writing to formally bring to your attention the issue of **unfair workload distribution** within our team. Over the past several months, I have noticed and experienced a significant imbalance in how tasks and responsibilities are being allocated. This issue has not only impacted my own work-life balance but has also affected overall team morale and productivity.

To illustrate the extent of the problem, here are a few specific instances:

- Certain team members, including myself, consistently receive heavier and more complex assignments compared to others with similar roles and experience levels.
- This disproportionate allocation has resulted in extended work hours, increased stress levels, and, in some cases, burnout among affected individuals.
- The uneven distribution has further created feelings of dissatisfaction and diminished motivation within the team, ultimately hindering our collective performance.

I believe this situation could be resolved through the following actions:

1. **Implementing a balanced task allocation system:** Assessing workloads regularly to ensure tasks are distributed equitably based on capacity and expertise.
2. **Conducting regular workload assessments:** Periodically reviewing workloads to identify and correct disparities.
3. **Establishing open communication channels:** Encouraging team members to discuss workload concerns without fear of reprisal, fostering transparency and trust.

It is my hope that by addressing this issue, we can foster a more supportive and equitable work environment that boosts morale and overall team performance. I kindly request HR's intervention to review the current workload distribution and consider implementing the suggested measures.

Thank you for your attention to this matter. I am open to discussing this further and assisting in any way possible to achieve a fair resolution.

Sincerely,  
[Your Name]