DD MMMM YY

Dear [XXXX]

I am writing to inform you of my workload for this week, which is illustrated in the attached spreadsheet.

Possible scenario 1: overwork and reprioritisation

As you can see, in the week beginning Sunday 14 November 2021, I worked for 50 hours on numerous tasks, including the delivery of teaching, preparation of classes, and administrative tasks specific to my role. This is 15 hours above the 35-hour nominal working week stipulated in my contract. In order to bring the average number of working hours per week back down to 35, I am asking if there are specific tasks that I could reprioritise for the following week, or if you are instructing me to continue with the same working pattern and the same number of hours.

Possible scenario 2: working to contract and reprioritisation

As you can see, in the week beginning Sunday 5 November 2021, I worked for 35 hours as stipulated in my contract. The attached spreadsheet shows the duties that I prioritised, and I outline here the tasks which could not be completed within this time period:

* Maintaining or updating the virtual learning environment
* General administration including recording student attendance
* Administration related to my specific role as open day coordinator
* [Other examples]

I am asking if you would like me to reprioritise different duties for the following week, or continue with the same prioritisation. If you would like me to work additional hours to complete these outstanding tasks, please quantify those hours.

Thank you for your attention.

With best wishes,

[YYYY]