To:- [Chayaa.Anjan@cognizant.com](mailto:Chayaa.Anjan@cognizant.com)

Subject:- Seeking help for the current workload

Dear Anjan,

I hope you are in good health.

I am writing this to discuss about my the increasing workload. I am facing challenges to complete the task within the given deadline. Despite my efforts, I encounter many challenges. I also reached out to senior team for guidance, but unfortunately couldn’t receive any necessary support.

I understand the importance of meeting the deadlines and regret for the delay. I would be happy for any suggestions or support you can provide towards me.

Thanks for the understanding, and I remain committted to deliver quality work.

Best Regards,

Rohit Mishra

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Siruseri, Chennai

A close-up of a logo

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