

Subject: Proposal for Enhanced Productivity and Training Support

Dear Paula,

I hope this email finds you well.

I'm reaching out regarding recent changes to my rota and responsibilities. I've noticed that my shifts this month have been altered to early 7 am starts, which significantly deviates from my usual pattern. Additionally, I've been managing deliveries alone on several occasions—something outside my typical role—while also being responsible for overseeing the entire team. Balancing both these tasks has become overwhelming, and I'm now handling work that typically commands a higher pay grade. Given these increased responsibilities, I believe it's only fair to discuss a potential adjustment to my compensation, as this workload has been placed solely on my shoulders.

In addition to the physical toll this has taken (I've been experiencing lower back and joint pain due to the added strain), I've also developed valuable skills in managing product flow and training colleagues. Over time, I've taken the initiative to train and guide my coworkers to maintain productivity throughout the day. I strive to help my team meet targets and goals while ensuring they are confident and prepared to perform at their best.

However, I've observed that undertrained staff are contributing to slower productivity, which has a direct impact on the store's overall performance. With product not moving efficiently, the store often falls behind, creating a dependency on me to keep everything on track. This isn't sustainable in the long term, as I believe the whole team should be able to operate at a higher level of independence and efficiency.

That's why I would like to propose a solution. Based on my experience and the challenges I've seen, I'm confident that I can help train our staff to significantly improve their efficiency and productivity. I am prepared to take on this responsibility and deliver results that will not only enhance performance but also lead to increased sales and a smoother operation overall. By leveraging my expertise and training methods, I can ensure our team consistently meets goals and delivers top-tier service to customers.

This plan would involve formal training through an agency I propose to set up, where I can ensure staff are fully equipped with the skills they need. Of course, such an initiative would come with associated costs, which I believe are justified given the positive impact it will have on productivity, sales, and team morale.

I am eager to help our store reach its full potential and become a top-performing location in the UK. Let me know when would be a good time to discuss this proposal further.

Best regards,