TEMPLATE 10

Difficult Email to Your Boss

PURPOSE: *Escalate a problem to your manager in writing with the facts, the options you have weighed, your recommendation, and a clear ask, so they can decide quickly.*

To: *Boss name*	**From:** *Enter your name*	**Date:** *MM/DD/YYYY*	**Subject:** *Descriptive but not alarming subject line*

OPENING

"*[Boss name]*, I want to bring an issue to your attention that affects *[scope/impact]*."

THE SITUATION, IMPACT AND ROOT CAUSE

The situation	*Objective description of what's happening; facts, not blame*
The impact	*Specific consequences: timeline, budget, quality, morale, etc.*
Root cause	*What's causing this, if known*

OPTIONS I'VE CONSIDERED

Option	Pros	Cons

MY RECOMMENDATION AND ASK

My recommendation	*Your suggested path forward and why*
What I need from you	*Specific ask: Decision? Resources? Air cover? Advice?*
Timeline	*When you need input or a decision*

CLOSING LANGUAGE

"I'm happy to discuss this further. *[Your availability]*"

> *[Your name]*

> **Pro Tip:** Come with solutions attached to your problems. Show you've thought it through; a boss who gets a problem and three weighed options sees a manager, not a messenger.