Team Role Clarification

Date: [Insert Date]

To: [Team Member's Name]

From: [Your Name]

Subject: Clarification of Team Roles

Dear [Team Member's Name],

I hope this message finds you well. As we continue to collaborate on our current project, I wanted to take a moment to clarify the roles and responsibilities within our team to ensure we are all aligned and working effectively.

Your Role: [Specify Role]

Description: [Provide a brief description of the role and key responsibilities].

Other Team Roles:

- [Team Member 1's Name]: [Role and Responsibilities]
- [Team Member 2's Name]: [Role and Responsibilities]
- [Team Member 3's Name]: [Role and Responsibilities]

If you have any questions or if there's anything you would like to discuss further regarding your responsibilities or the team's structure, please feel free to reach out.

Thank you for your dedication and hard work!

Best regards,

[Your Name]

[Your Position]

[Your Contact Information]