

Job Function Clarification

Date: [Insert Date]

To: [Recipient's Name]

Position: [Recipient's Position]

Company: [Company Name]

Address: [Company Address]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to seek clarification regarding my job functions and responsibilities. As I strive to align my efforts with the company's goals, I believe a clear understanding of my role would greatly enhance my contributions.

Specifically, I would appreciate clarification on the following aspects:

- [Aspect 1]
- [Aspect 2]
- [Aspect 3]

Thank you for your time and assistance. I look forward to your guidance.

Sincerely,

[Your Name]

[Your Position]

[Your Contact Information]