

Position Description Enhancement

Date: [Insert Date]

To: [Manager's Name]

From: [Your Name]

Subject: Enhancement of Position Description for [Job Title]

Dear [Manager's Name],

I hope this message finds you well. I am writing to propose enhancements to the current position description for the [Job Title] role within our department.

After reviewing the existing position description and considering the evolving needs of our team, I believe that the following updates would better align the role with our goals:

- Incorporate [specific responsibility or task] to enhance team efficiency.
- Add [skill or qualification] to reflect current industry standards.
- Update performance metrics to include [new measure] for clearer expectations.

I believe these enhancements will not only clarify the expectations for the role but also motivate and empower the individual in this position.

I would appreciate the opportunity to discuss this further and look forward to your feedback.

Thank you for considering this enhancement.

Sincerely,

[Your Name]

[Your Job Title]

[Your Contact Information]