

Letter of Updated Job Responsibilities

Date: [Insert Date]

To: [Employee's Name]

From: [Your Name]

Subject: Updated Job Responsibilities

Dear [Employee's Name],

We appreciate your continued contributions to our team. As we move forward, we have made some updates to your job responsibilities to align with our current objectives and goals.

Your updated responsibilities will include:

- [Responsibility 1]
- [Responsibility 2]
- [Responsibility 3]
- [Responsibility 4]
- [Responsibility 5]

Please feel free to reach out if you have any questions or need further clarification regarding your new responsibilities.

Thank you for your hard work and dedication.

Sincerely,

[Your Name]

[Your Position]

[Company Name]