Discussion Points for Job Role Definition

Date: [Insert Date]

To: [Recipient's Name]

From: [Your Name]

Introduction

I hope this message finds you well. As we aim to clarify and define the roles within our team, I would like to outline some key discussion points for our upcoming meeting.

Discussion Points

- Overview of Current Job Roles
- Identification of Gaps and Needs
- Key Responsibilities for Each Role
- Required Skills and Qualifications
- Collaboration and Team Structure
- Performance Metrics and Evaluation
- Future Opportunities for Growth

Conclusion

I look forward to our discussion and gaining further insights into our roles within the organization. Please feel free to add any additional points you believe would be valuable to our agenda.

Best regards,

[Your Name]

[Your Position]