

Request for Job Role Specifics

Date: [Insert Date]

To: [Manager's Name]

From: [Your Name]

Subject: Request for Clarification on Job Role Specifics

Dear [Manager's Name],

I hope this message finds you well. I am writing to request some clarification regarding my current job role. As I strive to perform my duties to the best of my abilities, I believe that having a clearer understanding of the specifics of my role would greatly assist me.

Specifically, I would appreciate details on the following:

- Key responsibilities and expectations
- Performance metrics or benchmarks
- Opportunities for professional development

Thank you for considering my request. I look forward to your guidance in enhancing my understanding of my role within the team.

Best regards,

[Your Name]

[Your Job Title]

[Your Contact Information]