

Request for Job Role Clarification

Date: [Insert Date]

To: [Manager's Name]

From: [Your Name]

Subject: Request for Clarification on Job Role

Dear [Manager's Name],

I hope this message finds you well. I am writing to seek clarification regarding my current job role, as I want to ensure that I am meeting the expectations and contributing effectively to the team.

Recently, I have encountered some uncertainty regarding [specific duties or responsibilities], and I believe that a clearer understanding of my role will enable me to perform at my best and align my efforts with our team's goals.

Could we possibly schedule a time to discuss this in detail? I appreciate your guidance and support.

Thank you for your attention to this matter. I look forward to your response.

Sincerely,

[Your Name]

[Your Job Title]

[Your Contact Information]