

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Manager's Name]

[Company's Name]

[Company's Address]

[City, State, Zip Code]

Dear [Manager's Name],

I hope this message finds you well. I am writing to seek clarification regarding my job expectations in my current role as [Your Job Title]. It is important to me to ensure that I fully understand my responsibilities and the goals I am expected to achieve.

While I have reviewed the job description and our previous conversations, I believe it would be beneficial to discuss specific areas such as [mention any specific tasks, projects, or KPIs]. This will help me align my efforts more effectively with the team's objectives.

Could we perhaps schedule a meeting at your convenience to go over these points? Your guidance would be greatly appreciated as I strive to contribute positively to our team.

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

Best regards,

[Your Name]