

Letter of Job Responsibilities Reassessment

Date: [Insert Date]

To: [Supervisor's Name]

From: [Your Name]

Subject: Request for Job Responsibilities Reassessment

Dear [Supervisor's Name],

I hope this message finds you well. I am writing to formally request a reassessment of my current job responsibilities in light of [specific reasons: changes in workload, new projects, etc.]. Over the past [duration], I have taken on various initiatives and tasks that have expanded my role, and I believe it's essential to align my responsibilities with my contributions and the organization's objectives.

Specifically, I would like to discuss the following areas:

- Current projects and their scope
- Additional tasks I have taken on
- Potential for professional development and growth

I would appreciate the opportunity to meet at your earliest convenience to discuss this matter further. Thank you for considering my request.

Best regards,

[Your Name]

[Your Job Title]

[Your Contact Information]