

# Duties and Responsibilities Clarification

Date: [Insert Date]

To: [Employee Name]

From: [Manager Name]

Subject: Clarification of Duties and Responsibilities

Dear [Employee Name],

We are writing to clarify your duties and responsibilities in your role as [Job Title] within the [Department/Team Name]. As discussed in our recent meetings, we want to ensure that you have a clear understanding of your position and expectations.

Your primary responsibilities include:

- [Responsibility 1]
- [Responsibility 2]
- [Responsibility 3]
- [Responsibility 4]
- [Responsibility 5]

Additionally, you are expected to collaborate with [Team/Department] on [specific projects or tasks]. Please ensure you meet the deadlines set forth and communicate any challenges you encounter promptly.

If you have any questions regarding your duties or need further clarification, do not hesitate to reach out.

Thank you for your attention to these matters.

Sincerely,

[Manager Name]

[Manager Title]

[Company Name]