

Job Responsibilities Clarification for Promotion

Date: [Insert Date]

To: [Manager's Name]

From: [Your Name]

Subject: Clarification of Job Responsibilities Following Promotion

Dear [Manager's Name],

I hope this message finds you well. I would like to take this opportunity to express my gratitude for considering me for the [New Position Title] position. I am excited about the new challenges and responsibilities that come with this promotion.

To ensure a smooth transition and to align my contributions with the team's goals, I would appreciate further clarification on the specific responsibilities and expectations associated with my new role. Below are some key areas I would like to discuss:

- Key Performance Indicators (KPIs) for the new position
- Reporting structure and team dynamics
- Any immediate projects or priorities that I should focus on
- Opportunities for professional development and training

Thank you for your guidance and support. I look forward to your response and am eager to start this new chapter in my career.

Best regards,

[Your Name]

[Your Job Title]

[Your Contact Information]