

Job Function Expectations

Date: [Insert Date]

To: [Insert Employee's Name]

Position: [Insert Job Title]

Department: [Insert Department Name]

Dear [Employee's Name],

We are pleased to outline the expectations related to your role as [Job Title] at [Company Name]. This letter serves to clarify your responsibilities and the standards we aim for.

Key Responsibilities:

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

Performance Standards:

Your performance will be evaluated based on the following criteria:

- [Performance Metric 1]
- [Performance Metric 2]
- [Performance Metric 3]

Goals:

We encourage you to set the following goals for your role:

- [Goal 1]
- [Goal 2]
- [Goal 3]

If you have any questions or need further clarification about these expectations, please do not hesitate to reach out.

Best regards,

[Your Name]

[Your Position]

[Company Name]

[Contact Information]