

Franchisee Staff Role Clarification Request

Date: [Insert Date]

Your Name:

Your Position:

Franchise Name:

Address:

Email:

Phone:

To:

[Recipient's Name]

[Recipient's Position]

[Company Name]

[Company Address]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to request clarification regarding the roles and responsibilities of my staff within our franchise operations. As we strive to ensure optimum performance and effective teamwork, it is essential to clearly delineate the duties assigned to each position.

Specifically, I would appreciate your input on the following areas:

- Detailed job descriptions for each role
- Expectations regarding performance metrics
- Any additional resources or training available

Understanding these elements will significantly enhance our operational efficiency and employee satisfaction. I am looking forward to your guidance on this matter.

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

Sincerely,

[Your Name]

[Your Position]

[Franchise Name]