

# Job Assignment Inquiry

Dear [Manager's Name],

I hope this message finds you well. I am writing to seek clarification regarding my upcoming job assignment. I would appreciate your assistance with the following questions:

1. What is the start date for the assignment?
2. What are the primary responsibilities associated with this role?
3. Who will be my direct supervisor during this assignment?
4. What are the expected working hours?
5. Is there any specific training required before I begin?
6. Are there any resources or tools that I need to familiarize myself with?
7. What is the duration of the assignment?

Thank you for your attention to these questions. I look forward to your response so I can prepare adequately for the assignment.

Best regards,  
[Your Name]  
[Your Position]  
[Your Contact Information]