

Request for Clarification on Position Duties

Date: [Insert Date]

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]

[Recipient's Name]
[Company's Name]
[Company's Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to seek clarification regarding my position duties as [Your Job Title] at [Company's Name]. While I appreciate the guidance I have received thus far, I would like to ensure that I have a clear understanding of my responsibilities moving forward.

Specifically, I would like to clarify the following duties:

- [Duty 1]
- [Duty 2]
- [Duty 3]

I believe that a clearer understanding of these duties will enhance my performance and contribute positively to our team. I would greatly appreciate it if we could schedule a meeting or if you could provide specific details regarding these responsibilities.

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

Sincerely,

[Your Name]