

Letter of Clarification on Job Description

Date: [Insert Date]

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

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

Dear [Recipient's Name],

I hope this message finds you well. I am writing to seek clarification regarding my job description for the position of [Your Job Title] at [Company Name]. After reviewing the details shared during the hiring process and my initial days here, I would appreciate the opportunity to clarify a few points to ensure alignment on expectations.

Specifically, I would like to discuss the following areas:

- [Clarification Point 1]
- [Clarification Point 2]
- [Clarification Point 3]

Thank you for your attention to this matter. I believe that having a clear understanding of my responsibilities will greatly enhance my ability to contribute effectively to the team. I look forward to discussing this at your earliest convenience.

Sincerely,

[Your Name]