

# Employment Duties Acknowledgment

Date: \_\_\_\_\_

To,

[Employee's Name]

[Employee's Address]

[City, State, Zip Code]

Dear [Employee's Name],

We are pleased to acknowledge your employment with [Company Name]. This letter serves as recognition of your duties and responsibilities associated with your role as [Job Title].

Your primary responsibilities include:

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

By signing below, you acknowledge that you have read and understood your duties and responsibilities as outlined above.

Sincerely,

[Your Name]

[Your Job Title]

[Company Name]

Employee's Signature: \_\_\_\_\_ Date: \_\_\_\_\_