

Job Functions Confirmation

Date: [Insert Date]

To: [Employee Name]

Position: [Employee Position]

Company: [Company Name]

Dear [Employee Name],

We are writing to confirm your job functions and responsibilities as discussed during your recent performance review. Below are the key functions associated with your position:

- Function 1: [Description of function 1]
- Function 2: [Description of function 2]
- Function 3: [Description of function 3]

Please ensure that you understand these responsibilities and feel free to reach out if you have any questions or require further clarification.

Thank you for your continued contributions to the team.

Sincerely,

[Your Name]

[Your Position]

[Company Name]