

Date: [Insert Date]

[Employee's Name]

[Employee's Address]

[City, State, Zip Code]

Dear [Employee's Name],

I hope this message finds you well. I am writing to clarify your job responsibilities as discussed in our recent meeting. Below are the key responsibilities that outline your role:

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

If you have any questions or require further clarification regarding these responsibilities, please do not hesitate to reach out. I appreciate your hard work and commitment to our team.

Sincerely,

[Your Name]

[Your Position]

[Company Name]