

# Position Responsibilities Review

Date: [Insert Date]

To: [Employee's Name]

From: [Supervisor's Name]

Subject: Review of Position Responsibilities

Dear [Employee's Name],

I hope this message finds you well. As part of our ongoing efforts to ensure clarity and alignment within our team, I would like to review your current position responsibilities. This review aims to assess your tasks and duties in light of our organizational goals and your personal development.

## Current Responsibilities:

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

During our review, I aim to discuss your current accomplishments and areas for potential growth. Please prepare any relevant materials or thoughts you may want to share regarding your experience in this position.

We will schedule a meeting to discuss this further in the coming days. Thank you for your ongoing contributions to our team.

Best regards,

[Supervisor's Name]

[Supervisor's Title]

[Company Name]