

Job Responsibilities Confirmation

Date: [Insert Date]

To: [Employee Name]

Position: [Job Title]

Department: [Department Name]

Dear [Employee Name],

This letter is to confirm your job responsibilities as discussed on [insert date of discussion]. Your key responsibilities will include:

- [Responsibility 1]
- [Responsibility 2]
- [Responsibility 3]
- [Responsibility 4]
- [Responsibility 5]

Please ensure that you adhere to these responsibilities and communicate any issues or concerns as they arise.

Thank you for your attention to this matter, and we look forward to your continued contributions.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Contact Information]