

Proposal for Expanded Job Responsibilities

Date: [Insert Date]

[Manager's Name]

[Company's Name]

[Company's Address]

Dear [Manager's Name],

I am writing to formally propose an expansion of my current job responsibilities. Over the past [insert time frame], I have enjoyed contributing to our team's success and have identified several opportunities where I believe I can provide even greater value to our organization.

Proposed Responsibilities

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

Justification

The following points outline why I believe these expanded responsibilities would benefit our team and the company:

- [Justification 1]
- [Justification 2]
- [Justification 3]

I am confident that with my experience and dedication, I can handle these additional responsibilities and contribute positively to our team's goals. I would appreciate the opportunity to discuss this proposal further and explore how I can align my efforts with the company's objectives.

Thank you for considering my proposal. I look forward to your feedback.

Sincerely,

[Your Name]

[Your Job Title]

[Your Contact Information]