

Request for Job Description Modification

Date: [Insert Date]

[Your Name]
[Your Position]
[Your Department]
[Company Name]
[Your Email]
[Your Phone Number]

To: [Supervisor's Name]
[Supervisor's Position]
[Company Name]

Dear [Supervisor's Name],

I hope this message finds you well. I am writing to formally request a modification to my current job description as [Your Position]. After gaining valuable experience over the past months, I believe that certain aspects of my role have evolved and no longer align with the original job outline.

The key areas I would like to discuss for modification are:

- [Area of modification 1]
- [Area of modification 2]
- [Area of modification 3]

I believe that updating my job description will not only better reflect my current responsibilities but also enhance our team's overall performance. I am happy to meet at your convenience to discuss this further.

Thank you for your consideration.

Sincerely,
[Your Name]