

Request for Job Description Modification

Date: [Insert Date]

To: [Manager's Name]

From: [Your Name]

Subject: Request for Modification of Job Description

Dear [Manager's Name],

I hope this message finds you well. I am writing to formally request a modification to my current job description for the position of [Your Job Title]. After reflecting on my responsibilities and contributions to the team, I believe that some adjustments could better align my role with the needs of our organization.

Specifically, I would like to propose the following changes:

- [Proposed Change 1]
- [Proposed Change 2]
- [Proposed Change 3]

I believe that implementing these changes will enhance my productivity and increase my contributions to our goals. I am happy to discuss this further at your convenience and am open to any suggestions you may have.

Thank you for considering my request. I look forward to your response.

Sincerely,

[Your Name]

[Your Job Title]

[Your Contact Information]