

Subject: Suggestion for Responsibilities Update

Dear [Recipient's Name],

I hope this message finds you well. I would like to take this opportunity to suggest an update to my current responsibilities within the team.

Over the past few months, I have taken on various tasks such as [list specific tasks or projects]. Given my experience and performance, I believe that expanding my responsibilities to include [suggest new responsibilities] would benefit both the team and my professional growth.

I would appreciate the chance to discuss this further and explore how we can align these potential new responsibilities with the team's goals.

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

Best regards,

[Your Name]

[Your Job Title]

[Your Contact Information]