

# Request for Information on Role Expectations

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally request clarification on the expectations associated with my role as [Your Position] within [Department/Team Name].

Understanding the specific responsibilities and performance indicators is crucial for me to effectively contribute to the team and align my efforts with the department's goals. If possible, I would appreciate any documentation or insights regarding:

- Primary responsibilities and duties
- Key performance indicators
- Team collaboration expectations
- Opportunities for professional development

Thank you for your assistance. I look forward to your response.

Sincerely,

[Your Name]

[Your Position]

[Your Contact Information]