

Employment Role Clarification

Date: [Insert Date]

From: [Your Name]

Position: [Your Position]

Company: [Company Name]

To: [Recipient's Name]

Position: [Recipient's Position]

Company: [Company Name]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to clarify my role and responsibilities regarding [specific project or task, if applicable]. It has come to my attention that there may be some ambiguity concerning my position as [Your Job Title].

To ensure we are aligned and working effectively towards our goals, I would like to outline my understanding of my role:

- Responsibility 1: [Describe responsibility]
- Responsibility 2: [Describe responsibility]
- Responsibility 3: [Describe responsibility]

If there are additional responsibilities or adjustments to my role that you believe should be addressed, please let me know. I am eager to contribute to the team's success and appreciate your guidance.

Thank you for your attention to this matter. I look forward to your response.

Sincerely,

[Your Name]

[Your Email]

[Your Phone Number]