

Employment Role Clarification

Date: [Insert Date]

To: [Employee's Name]

From: [Your Name]

Subject: Clarification of Employment Role

Dear [Employee's Name],

We are writing to clarify your role and responsibilities within [Company Name]. Following our recent discussions, we want to ensure that all expectations are understood clearly.

Your current position is [Job Title], and your primary responsibilities include:

- [Responsibility 1]
- [Responsibility 2]
- [Responsibility 3]

Reporting to you will be [Supervisor's Name/Title]. Your performance will be assessed based on [Criteria for Evaluation].

If you have any questions or require further clarification regarding your role, please feel free to reach out at any time.

Thank you for your contributions to [Company Name].

Sincerely,

[Your Name]

[Your Job Title]

[Company Name]