

# Job Description Revision Request

Date: [Insert Date]

To: [Manager's Name]

From: [Your Name]

Subject: Revision of Job Description for [Job Title]

Dear [Manager's Name],

I hope this message finds you well. I am writing to request a revision of the job description for the [Job Title] position. After conducting a review of the current responsibilities and expectations, I believe that some updates are necessary to better align with the current goals of the team and the organization.

The key areas I would like to address include:

- Updating specific duties to reflect recent changes in our processes.
- Adding required skills that are critical for success in this role.
- Clarifying performance expectations and metrics.

I have attached a draft of the revised job description for your review. I welcome any feedback you might have and would be happy to discuss this matter further at your convenience.

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

Sincerely,

[Your Name]

[Your Job Title]

[Your Contact Information]