

Letter of Clarification on Job Responsibilities

Date: [Insert Date]

[Your Name]

[Your Job Title]

[Your Company]

[Your Address]

[City, State, Zip Code]

Email: [Your Email]

Phone: [Your Phone Number]

[Manager's Name]

[Manager's Job Title]

[Company Name]

Dear [Manager's Name],

I hope this message finds you well. I am writing to seek clarification regarding my job responsibilities as [Your Job Title].

To ensure I am meeting the expectations of my role, I would appreciate it if you could provide detailed guidance on the following areas:

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

Additionally, if there are any specific projects or tasks you would like me to prioritize, please let me know.

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

Sincerely,

[Your Name]

[Your Job Title]