

Clarification of Job Duties for Probationary Employee

Date: [Insert Date]

To: [Employee Name]

From: [Supervisor Name]

Subject: Clarification of Job Duties

Dear [Employee Name],

As part of your probationary period with [Company Name], we would like to take this opportunity to clarify your job duties and expectations to ensure you have a clear understanding of your role within the team.

Your Primary Responsibilities Include:

- Task 1: [Describe Task]
- Task 2: [Describe Task]
- Task 3: [Describe Task]
- Task 4: [Describe Task]

Additionally, you are expected to:

- Maintain open communication with your supervisor and team members.
- Adhere to company policies and procedures.
- Participate in team meetings and training sessions.

If you have any questions or require further clarification on your duties, please do not hesitate to reach out. We are here to support you during your onboarding process.

Best Regards,

[Supervisor Name]

[Title]

[Company Name]