

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Manager's Name]

[Company's Name]

[Company's Address]

[City, State, Zip Code]

Subject: Request for Updated Job Description Alignment

Dear [Manager's Name],

I hope this message finds you well. I am writing to formally request an updated job description to ensure alignment with my current responsibilities and objectives within the [Your Position] role.

Over the past [Duration], I have taken on additional responsibilities that I believe are not fully reflected in my current job description. These include [List key responsibilities or changes in role].

Having an accurate and comprehensive job description is essential for both clarity in my role and for performance evaluations. I would appreciate the opportunity to discuss this matter further and to align my job description with my current contributions to the team.

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

Sincerely,

[Your Name]