

Job Description Revision Letter

Date: [Insert Date]

To: [Recipient's Name]

Position: [Recipient's Position]

Company: [Company Name]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to propose a revision to the job description for the position of [Job Title]. After careful consideration and feedback from team members, I believe that an update is necessary to better align the role with our current objectives and expectations.

The main areas I would like to address include:

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

These changes aim to clarify responsibilities and ensure that the job description reflects the evolving nature of our work environment. I would appreciate the opportunity to discuss these proposed changes with you and gather your insights.

Thank you for your attention to this matter. I look forward to hearing your thoughts soon.

Best regards,

[Your Name]

[Your Position]

[Company Name]

[Your Contact Information]