

Letter of Explanation for Job Role Modification

Date: [Insert Date]

To: [Manager's Name]

From: [Your Name]

Subject: Explanation for Job Role Modification

Dear [Manager's Name],

I am writing to formally address the recent modifications made to my job role and to provide clarity regarding the changes.

As we discussed in our previous meetings, the need for this modification arose due to [reason for modification, e.g., organizational restructuring, changes in project requirements, etc.]. My new responsibilities will now include [list new responsibilities briefly], which I believe align with my skills and experience.

These changes will not only help me contribute more effectively to our team's goals but also allow me to grow professionally in areas such as [mention areas of growth]. I am committed to making this transition as smooth as possible and am enthusiastic about the opportunities that lie ahead.

Thank you for your understanding and support regarding this matter. Please feel free to reach out if you have any questions or need further clarification.

Sincerely,

[Your Name]

[Your Job Title]

[Your Contact Information]