

# Task Clarification Letter

Date: [Insert Date]

To: [Manager's Name]

From: [Your Name]

Subject: Clarification of Employment Tasks

Dear [Manager's Name],

I hope this message finds you well. I am writing to seek clarification regarding my current employment tasks and responsibilities. I believe having a clear understanding will enable me to perform more effectively and meet the team's expectations.

Specifically, I would like to clarify the following:

- Task 1: [Describe the first task or responsibility]
- Task 2: [Describe the second task or responsibility]
- Task 3: [Describe the third task or responsibility]

Your guidance on these matters would be greatly appreciated. Thank you for your attention to this request. I look forward to your response.

Best regards,

[Your Name]

[Your Job Title]

[Your Contact Information]