

Job Expectation Clarification Letter

Date: [Insert Date]

To: [Manager's Name]

From: [Your Name]

Subject: Clarification on Job Expectations

Dear [Manager's Name],

I hope this message finds you well. I am writing to request clarification regarding my job expectations in the [Job Title/Position] role.

Having reviewed the initial guidelines and my ongoing responsibilities, I would like to ensure that I clearly understand the objectives and tasks that are expected of me. Specifically, I would appreciate more detailed information regarding:

- Key performance indicators and how they will be measured.
- A breakdown of the priorities for the upcoming projects.
- Any specific skills or areas of focus that I should concentrate on.

I believe that a clear understanding of these aspects will enable me to contribute more effectively to the team and align my efforts with the company's goals.

Thank you for your attention to this matter. I look forward to your guidance.

Best regards,

[Your Name]

[Your Job Title]

[Your Contact Information]