

Subject: Request for Job Role Clarification

Dear [Manager's Name],

I hope this message finds you well. I am writing to request clarification regarding my current job role and responsibilities. Since joining [Company Name], I have come to understand various aspects of my position, but there are certain elements that I believe would benefit from further discussion.

Specifically, I would like to gain clarity on the following:

- Key responsibilities I should focus on
- Expectations for my performance in the upcoming projects
- Opportunities for professional development

Understanding these details will help me align my efforts more closely with the team's goals and contribute more effectively.

Could we schedule a time to discuss this in detail? I appreciate your guidance and support.

Thank you for your attention to this matter.

Best regards,

[Your Name]

[Your Job Title]

[Your Contact Information]