

Responsibilities Outline Confirmation

Date: [Insert Date]

To: [Recipient Name]

From: [Your Name]

Subject: Confirmation of Responsibilities Outline

Dear [Recipient Name],

I hope this message finds you well. This letter serves to confirm the outline of responsibilities we discussed on [insert date of discussion]. Below is a summary of the responsibilities assigned:

- **Responsibility 1:** [Description of Responsibility 1]
- **Responsibility 2:** [Description of Responsibility 2]
- **Responsibility 3:** [Description of Responsibility 3]
- **Responsibility 4:** [Description of Responsibility 4]

Please review the outlined responsibilities and confirm your acceptance of these tasks. Should you have any questions or require further adjustments, feel free to reach out.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Company]