

# Work Responsibilities Review

Date: [Insert Date]

To: [Employee's Name]

From: [Your Name]

Subject: Review of Work Responsibilities

Dear [Employee's Name],

I hope this message finds you well. As part of our ongoing effort to ensure clarity and alignment in our roles, I would like to take this opportunity to review your current work responsibilities.

## Current Responsibilities:

- [Responsibility 1]
- [Responsibility 2]
- [Responsibility 3]
- [Responsibility 4]

Please take some time to reflect on these responsibilities and consider any adjustments that may be necessary for better alignment with your strengths and our organizational goals.

I would appreciate your feedback on this review by [Insert Deadline]. Once we have your inputs, we can schedule a meeting to discuss any changes in more detail.

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

Best regards,

[Your Name]

[Your Job Title]

[Your Contact Information]