

Letter of Clarification

Date: [Insert Date]

To: [Recipient Name]

[Recipient Position]

[Organization Name]

[Organization Address]

Dear [Recipient Name],

I hope this message finds you well. I am writing to provide clarification regarding the structure of the rotational program that is currently being implemented within our organization.

The rotational program is designed to allow participants to gain a comprehensive understanding of various departments. The following outlines the key components of the program:

- **Duration:** Each rotation will last approximately [insert duration].
- **Departments Included:** Participants will rotate through [list departments].
- **Objectives:** The program aims to [insert objectives].
- **Evaluation:** Participants will receive feedback at the end of each rotation.

If you have any further questions or require additional information, please do not hesitate to reach out.

Thank you for your attention to this matter.

Best regards,

[Your Name]

[Your Position]

[Your Organization]

[Your Contact Information]