

# Job Responsibilities Clarification

Date: [Insert Date]

To: [Manager's Name]

From: [Your Name]

Subject: Clarification of Job Responsibilities

Dear [Manager's Name],

I hope this message finds you well. I am writing to seek clarification regarding my job responsibilities in my current role as [Your Job Title].

While I am committed to fulfilling my duties to the best of my ability, I would appreciate your guidance on the following specific areas:

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

Understanding these responsibilities clearly will help me align my efforts with the team's goals and enhance my contributions to the company.

Thank you for your time, and I look forward to your response.

Sincerely,

[Your Name]

[Your Job Title]

[Your Contact Information]