

Job Role Clarification Letter

Date: [Insert Date]

To: [Employee's Name]

Address: [Employee's Address]

Dear [Employee's Name],

We hope this message finds you well. As part of our ongoing efforts to ensure clarity and alignment within our team, we would like to outline the specific responsibilities and expectations associated with your role as [Job Title] at [Company Name].

Job Title: [Job Title]

Department: [Department Name]

Key Responsibilities:

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

Performance Expectations:

Your performance will be measured based on the achievement of predetermined goals and the quality of your contributions to the team.

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

Thank you for your dedication and hard work.

Sincerely,

[Your Name]

[Your Job Title]

[Company Name]

[Contact Information]