

[Your Name]  
[Your Job Title]  
[Your Department]  
[Date]

[Manager's Name]  
[Manager's Job Title]  
[Company Name]

Re: Formal Assumption of Additional Responsibilities

Dear [Manager's Name],

This letter serves as a formal acknowledgment and acceptance of the additional responsibilities assigned to me, effective [Effective Date].

In addition to my current duties as [Your Current Job Title], I will be assuming the following tasks and oversight areas:

- [Task/Responsibility 1]
- [Task/Responsibility 2]
- [Task/Responsibility 3]

I understand that these duties have been added to my portfolio due to [Reason, e.g., departmental restructuring/project expansion]. I am committed to maintaining the quality of my existing work while integrating these new functions into my daily workflow.

I look forward to discussing how these changes might impact my current performance goals and any potential adjustments to my compensation or job title in the future.

Thank you for your continued trust and for this opportunity to contribute further to the team.

Sincerely,

[Your Signature]

[Your Printed Name]