

[Date]

[Employee Name]

[Employee ID]

[Department]

Subject: Outline of Responsibilities for New Role - [Job Title]

Dear [Employee Name],

Congratulations on your appointment to the position of [Job Title], effective [Start Date]. This letter outlines the core responsibilities and expectations associated with your new role.

In this position, you will report directly to [Manager Name/Title]. Your primary duties will include, but are not limited to:

- **[Responsibility 1]:** [Brief description of task or goal].
- **[Responsibility 2]:** [Brief description of task or goal].
- **[Responsibility 3]:** [Brief description of task or goal].
- **[Responsibility 4]:** [Brief description of task or goal].

Your performance will be evaluated based on the following Key Performance Indicators (KPIs):

- [KPI 1]
- [KPI 2]

We will schedule a follow-up meeting on [Date/Time] to discuss any questions you may have regarding these duties and to set your initial milestones. We are excited to have you in this new capacity and look forward to your contributions.

Sincerely,

[Your Name]

[Your Title]

[Company Name]

Acknowledgment:

I, [Employee Name], acknowledge that I have received and understood the responsibilities outlined for my new role.

Signature: _____ Date: _____