**[Your Company Name]**  
**[Company Address]**  
**[Phone Number] | [Email] | [Website]**

**Date:** [DD/MM/YYYY]

**To:**  
[Employee Name]  
[Employee ID / Department]  
[Employee Address]

**Subject: Assignment of Duties and Responsibilities**

Dear [Employee Name],

We are pleased to provide you with a detailed outline of your duties and responsibilities as a **[Job Title]** at **[Company Name]**. These responsibilities are designed to help you contribute effectively to our organization’s goals while supporting your professional growth.

**Your key duties and responsibilities include:**

1. [Responsibility 1]
2. [Responsibility 2]
3. [Responsibility 3]
4. [Responsibility 4]
5. [Responsibility 5]

In addition to the above, you are expected to adhere to company policies, maintain professional conduct, and work collaboratively with your team members to ensure smooth operations. Please note that your responsibilities may be revised or expanded as per organizational requirements.

We trust that you will carry out these duties with commitment and professionalism. Should you have any questions or require clarification, please feel free to contact your immediate supervisor or the HR department.

We look forward to your valuable contributions and wish you success in your role.

Sincerely,  
**[Authorized Signatory Name]**  
[Designation]  
[Company Name]  
[Signature (if printed)]