

Request for Job Description Review and Update Letter

Subject: Action Required: Review and Update Job Description for [Position]

Dear [Manager Name],

As part of our annual job description review process outlined in our Job Descriptions Ownership and Writing Policy, we are requesting your review and update of the job description for [Position Title] in your department.

The current job description was last updated on [date], and we need to ensure it accurately reflects the current responsibilities, qualifications, and reporting structure.

Please review the attached job description and:

1. Confirm or update all duties and responsibilities
2. Verify required qualifications and preferred skills
3. Update any changes in reporting relationships
4. Note any significant changes in the role since the last review

Please submit your updated draft to HR by [deadline] using the standardized template provided.

Once received, HR will review for compliance and consistency, then route for final approval.

If the position has evolved significantly, please schedule a meeting with HR to discuss potential reclassification or title changes.

Thank you for your prompt attention to this matter.

Sincerely,

[HR Representative Name]

Human Resources Department

[Contact Information]

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