

Job Description Rejection and Revision Request Email

Subject: Job Description Requires Revision - [Position Title]

Dear [Manager Name],

Thank you for submitting the job description for [Position Title]. After careful review, we must request revisions before final approval, as the submission does not fully comply with our Job Descriptions Ownership and Writing Policy.

Specific issues requiring attention:

[Issue 1]: The essential functions section lacks measurable outcomes and action verbs. Please revise using our standard template format.

[Issue 2]: The qualifications listed appear to exceed the actual requirements for this role level, which may create legal compliance concerns.

[Issue 3]: The reporting structure indicated conflicts with our current organizational chart.

We have attached a marked-up version of your submission with detailed comments and suggestions. Please review the policy guidelines section on [relevant section] and our writing standards guide.

A revised submission is requested by [deadline]. If you need assistance or wish to discuss these revisions, please schedule a meeting with our HR team. We are here to support you in creating an accurate, compliant job description.

We appreciate your cooperation in maintaining our documentation standards.

Best regards,

[HR Manager Name]

HR Department

[Contact Information]

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