

Formal Job Scope Agreement Letter

Subject: Job Scope Agreement for [Project/Position]

Dear [Recipient's Name],

This letter confirms the agreement regarding your job responsibilities and scope of work for [Project/Position]. Your primary duties will include [list of responsibilities], and you are expected to adhere to the timelines and quality standards outlined by [Company/Organization].

Please review the outlined duties carefully. By signing this agreement, you acknowledge your understanding and commitment to fulfill the responsibilities described herein. Any changes to the scope must be mutually agreed upon in writing.

We look forward to your contributions and successful collaboration.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

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