

Workplace Duties Clarification Statement

Employee Information

Name: _____

Position: _____

Department: _____

Date: _____

Purpose

The aim of this document is to clearly define the main duties and responsibilities assigned to the above-mentioned position.

Primary Duties and Responsibilities

#	Duty / Responsibility	Description
1		
2		
3		
4		

Reporting Lines

Reports to: _____

Supervises: _____

Clarification Notes

- This statement is intended to clarify duties, not limit responsibilities.
- Additional tasks may be assigned as necessary by management.
- This document is subject to periodic review and update.

Signatures

Employee: _____ Date: _____

Supervisor: _____ Date: _____