

Letter Listing Roles and Tasks Agreed on

[Your Name]

[Address]

[Letter Date]

[Recipients Name]

[Address]

[Subject: Subject of Letter] -Optional-

Dear [Recipient's Name],

We are assigning different tasks to our different employees. Here is the list of the tasks which you will be performed by the following people.

John --- maintenance of lawns

Robert --- repairing the roads

Juliet --- the fees of homeowners.'

Star --- repairing the exterior of the building

Next year we will choose some different people. We hope that the chosen people will perform their tasks easily.

[Your Name]

[Senders Title] -Optional-