

PRIVATE & CONFIDENTIAL

INSERT NAME,
INSERT ADDRESS,
INSERT ADDRESS,
INSERT ADDRESS,
INSERT EMAIL ADDRESS

Delivered by registered post/ by ordinary post/ by email/ by hand

INSERT DATE

RE: Confirmation of Employment Status

Dear INSERT NAME,

I am writing in relation to your employment status with INSERT REGISTERED BUSINESS NAME.

From our Company records it has been noted that you have not worked since INSERT DATE. We have not received any communications from you regarding your employment. We have not received a written resignation.

Given the period of time which has passed since you last worked with the Company we would like you to confirm your employment status with us.

I would appreciate you contacting me directly at INSERT PHONE NUMBER, by email at INSERT EMAIL ADDRESS or alternatively by post at INSERT NAME, INSERT ADDRESS, INSERT ADDRESS, INSERT ADDRESS.

I look forward to hearing from you.

Yours sincerely,

INSERT NAME
INSERT TITLE