

Employer Information Update

Date: **[Insert Date]**

To: **[Recipient's Name]**

Company: **[Recipient's Company]**

Address: **[Recipient's Address]**

Dear [Recipient's Name],

I hope this message finds you well. I am writing to inform you of an update regarding my information as a former employee of [Your Previous Company Name].

Here are the updated details:

- **Full Name:** [Your Full Name]
- **Position Held:** [Your Position]
- **Employment Duration:** [Start Date] to [End Date]
- **Contact Information:** [Updated Contact Information]

If you require any further information or documentation, please do not hesitate to contact me at [Your Phone Number] or [Your Email Address].

Thank you for your attention to this matter.

Best regards,

[Your Name]

[Your Current Address]