

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Title]

[Company/Organization Name]

[Company Address]

[City, State, Zip Code]

Subject: Tenure Clarification Request

Dear [Recipient's Name],

I hope this message finds you well. I am writing to seek clarification regarding my tenure within [Company/Organization Name]. As I am approaching the [specific date or milestone], I would like to confirm the details pertaining to my tenure status and any related benefits.

Specifically, I would like to understand the following:

- Official start date of my tenure
- Criteria for tenure confirmation
- Any relevant documentation or processes I need to complete

Your assistance in this matter is greatly appreciated as it will help me plan accordingly for my professional growth.

Thank you for your time and consideration. I look forward to your prompt response.

Sincerely,

[Your Name]

[Your Job Title]