

Employment Update Request

Your Name
Your Address
City, State, ZIP Code
Email Address
Phone Number
Date: [Insert Date]

Human Resources Department
Company Name
Company Address
City, State, ZIP Code

Dear [HR Manager's Name],

I hope this message finds you well. I am writing to request an update regarding my employment status with [Company Name]. As we had previously discussed, I am eager to learn about any developments related to my position and the next steps in the process.

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,
[Your Name]
[Your Job Title if applicable]