

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

Subject: Employment Status Clarification

Dear [Recipient Name],

I am writing to request clarification regarding my employment status with [Company Name]. I would like to confirm my current position, the terms of my employment, and any relevant details regarding my status.

As of [specific date], my understanding is that I am employed as [Your Job Title] on a [full-time/part-time/temporary] basis. However, I would greatly appreciate it if you could provide written confirmation of my current employment status and any other pertinent information that may assist in clarifying my situation.

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

Sincerely,

[Your Name]