

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[Employer's Name]
[Company's Name]
[Company's Address]
[City, State, Zip Code]

Dear [Employer's Name],

I hope this message finds you well. I am writing to formally inquire about my current employment status with [Company's Name]. As part of my personal records and future planning, I would appreciate it if you could confirm my employment status at your earliest convenience.

If there are any forms or additional information you require from my side to facilitate this process, please let me know, and I will provide it immediately.

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

Sincerely,

[Your Name]