

Job Status Confirmation

Date: [Insert Date]

[Your Name]

[Your Position]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Employee's Name],

We are writing to confirm your job status at [Company Name]. As of [insert date], your current status is [insert job status, e.g., employed, terminated, on probation, etc.].

If you have any questions regarding your status or any other related matters, please feel free to reach out to us.

Thank you for your attention to this matter.

Sincerely,

[Your Signature]

[Your Printed Name]

[Your Position]

[Company Name]