

Acknowledgment of Inquiry

Dear [Employee's Name],

Thank you for your inquiry regarding [specific topic or issue]. We have received your request and it is currently being reviewed by our HR team.

We appreciate your patience during this process and aim to respond to your inquiry as soon as possible, typically within [timeframe for response].

If you have any immediate questions or require further assistance, please feel free to reach out to us at [HR contact information].

Thank you for your understanding.

Best regards,

[Your Name]

[Your Position]

[Company Name]