

# Confirmation of HR Query Submission

Dear [Employee's Name],

We would like to confirm that we have received your HR query submitted on [Date]. Our HR team is currently reviewing your request and will respond to you within [time frame].

Thank you for your inquiry. Should you have any further questions, please feel free to reach out to us.

Best regards,

[Your Name]

[Your Position]

[Company Name]

[Contact Information]