

Notification of HR Inquiry Status

Dear [Employee Name],

We would like to inform you that your inquiry submitted on [Date of Inquiry] is currently under review by the HR department. We appreciate your patience as we work to resolve this matter.

Please be assured that we are committed to providing you with a timely and thorough response. We aim to have an update for you by [Expected Date].

If you have any further questions, please feel free to reach out to us at [HR Contact Information].

Thank you for your understanding.

Sincerely,

[Your Name]

[Your Position]

[Company Name]