

HR Request Acknowledgment

Date: [Insert Date]

To: [Employee Name]

Department: [Employee Department]

Subject: Acknowledgment of HR Request

Dear [Employee Name],

This letter is to acknowledge receipt of your request submitted on [Insert Submission Date] regarding [Insert Subject of Request]. We appreciate your initiative in reaching out to us.

We are currently reviewing your request and will get back to you within [Insert Time Frame] with further details.

If you have any questions in the meantime, please do not hesitate to contact us.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Job Title]

[Company Name]

[Contact Information]