**LETTER TEMPLATE**

**JOB STATUS INQUIRY LETTER**

Date: \_\_\_\_\_\_\_\_

To,

**[Designation]**

**[Organization’s Name]**

Subject: Inquiry as regards to employee status

Dear,

I am the Manager of Block- H writing this letter to clarify a small dispute that has occurred amongst my workers. On the departure of Mr. /Ms. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ last month as \_\_\_\_\_\_\_\_\_ **[designation]** and I have received no formal letter to state who will take over his duties.

I am aware that more than one member of my current team did apply for the position, and Mr. \_\_\_\_\_\_\_\_\_\_\_\_\_\_has stated to me that he has been giving orders from head office, by yourself, that he is now to fill Mr. / Ms. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_position. However, he has no written evidence to this fact, and I also find it strange as he is relatively new to the company that you would award him this position.

Please can you urgently confirm with me the exact job status of Mr.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, and indeed the name of the individual who will be taking over from Mr. / Ms. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, if indeed it is not Mr. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ himself,

Yours Faithfully,

**[Signature]**

**[Name of the Inquiring Person]**

**[Designation]**