

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Employer's Name]  
[Company's Name]  
[Company's Address]  
[City, State, Zip Code]

Dear [Employer's Name],

I hope this letter finds you well. I am writing to confirm the status of my employment with [Company's Name].

As discussed during our last conversation on [date of conversation], I would appreciate an update regarding my current role and any relevant information related to my job status.

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,  
[Your Name]