

Confirmation of Status Change Request Receipt

Date: June 25, 2024

Dear Employee Name,

This is to confirm that we have received your request for a change in employment status. Your request will be reviewed, and you will be notified once the process is complete.

If you have any questions, please contact the HR department.

Employee Name:

Employee ID:

Request Date:

Status Change Requested:

Sincerely,

Human Resources Department