[DATE]

Contact Name

Address

Address2

City,

State/Province

Zip/Postal Code

**RE: IN RESPONSE TO INQUIRY CONCERNING FORMER EMPLOYEE [NAME]**

Dear [CONTACT NAME],

This is to acknowledge receipt of your inquiry of [DATE] in which you requested information regarding one of our previous employees.

It is against the policy of our company to release any detailed information regarding the performance of any of our previous employees. Our records show that [NAME] was employed by us from [DATE], [YEAR] to [DATE], [YEAR]. We are sorry that we cannot be of further assistance.

Kind regards,

[YOUR NAME]

[YOUR TITLE]

[YOUR PHONE NUMBER]

[YOUREMAIL@YOURCOMPANY.COM]