Date:

Reference no:

Name of the employee  
Address

Dear ABC,

With reference to your letter having reference number 23525 that was sent by you on 1st March, in which you asked us about Mr. Robert.

We are writing you to let you know Mr. Robert no longer works for our company. He has served our company for more than 4 years. As per the record of the company, 10 Jan 20XX was the last day of service of Mr. Robert.

Furthermore, we currently hold no information as to who the current employer of Mr. Robert is or where he is working right now. Unfortunately, we cannot share his contact details with you as we are not allowed to do that.

Sincerely,

Regards,

Name of the sender

Signatures