



UNIVERSITY OF  
**TORONTO**  
MISSISSAUGA

## **Inquiring about status of job/internship:**

**Subject line:** (Name of position)

Dear: (Address to the individual who has hired you)

Given the current situation with COVID-19, I am writing to inquire on the status of my position as (name of position) that I am to commence on (date) with {name of organization}. Has {name of organization} made any changes to the normal operating schedule? Will this affect my status and/or start date? I am excited to start as an {intern/full-time employee} and want to follow any guidelines put in place.

Thank you for any information you can provide; I look forward to hearing from you.

Sincerely,

(your name)

( cel no.)