

[Date]

[Recipient Name]

[Recipient Title]

[Company Name]

[Address]

**Re: Status of Employment and Labor Law Due Diligence - [Project/Target Name]**

Dear [Recipient Name],

We are writing to provide an update on the status of our employment and labor law due diligence regarding [Target Company Name] in connection with the proposed [Merger/Acquisition/Transaction].

To date, we have reviewed the following categories of documentation provided in the virtual data room:

- Individual employment agreements and offer letters;
- Employee handbooks, policies, and procedures;
- Census data including compensation, classification (exempt/non-exempt), and benefits;
- Collective bargaining agreements and labor union correspondence;
- Records of past or pending employment-related litigation and administrative claims;
- Independent contractor and consulting agreements.

**Current Status:**

[Option A: Our preliminary review is complete, subject to the receipt of the outstanding items listed below.]

[Option B: Our review is ongoing. We have identified several areas requiring further clarification.]

**Outstanding Items / Areas of Concern:**

- [Item 1: e.g., Missing worker's compensation schedules]
- [Item 2: e.g., Clarification on vacation accrual liabilities]
- [Item 3: e.g., Documentation regarding the classification of 1099 contractors]

**Preliminary Findings:**

[Insert brief summary of any material risks identified, or state: "At this stage, we have not identified any material non-compliance issues that would impede the transaction, pending the review of the outstanding items listed above."]

We will provide a formal final report once all requested information has been analyzed. Please let us know if you have any questions regarding this status update.

Sincerely,

[Your Name]

[Your Title]

[Law Firm/Company Name]