

Employment Verification Request Letter

[Your Name]

[Your Title/Position]

[Company Name]

[Company Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

[Today's Date]

[Recipient's Name]

[Recipient's Title/Position]

[Company Name]

[Company Address]

[City, State, ZIP Code]

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to formally request employment verification for [Employee's Full Name], who was previously employed at [Your Company Name].

The details of the employee are as follows:

- Full Name: [Employee's Full Name]
- Job Title during Employment: [Employee's Job Title]
- Dates of Employment: [Start Date] to [End Date] (if the employee is still working with us, you can write "Present" or "Current")
- Salary/Wage (optional, if applicable): [Employee's Salary/Wage]

We understand the importance of accurate and timely employment verification, and we would greatly appreciate it if you could provide the following information in your response:

1. Confirmation of Employment: Please verify that [Employee's Full Name] was indeed an employee

at [Your Company Name] during the specified period of employment.

2. Job Title: Kindly confirm the job title or position that [Employee's Full Name] held during their tenure with us.

3. Employment Dates: Please provide the exact dates of [Employee's Full Name]'s employment, including the start and end dates, if applicable.

4. Salary/Wage (if applicable): If permissible and within your company's policy, please share the employee's salary or wage during their employment.

5. Additional Information (optional): If there are any other relevant details about the employee's employment that you believe should be disclosed, please include them in your response.

To ensure the security and confidentiality of this information, you may send the verification directly to our HR department at [HR Email Address] or via fax at [Fax Number]. If you require any further verification or have any questions regarding this request, feel free to contact me using the contact information provided above.

Thank you for your prompt attention to this matter. Your cooperation in providing this employment verification is invaluable to our internal processes. We look forward to receiving your response at your earliest convenience.

Sincerely,

[Your Name]

[Your Title/Position]

[Company Name]

[Contact Information]