

Professional Employment Verification Request Letter

Subject: Employment Verification Request for [Employee Name]

Dear [HR Manager / Employer Name],

I am writing to formally request verification of employment for [Employee Name], who has indicated that they were employed with your organization from [Start Date] to [End Date] as [Job Title]. This verification is required for [Purpose: loan, rental, background check, etc.].

Please confirm the employment dates, position held, and any other pertinent details. Your prompt response would be greatly appreciated.

Thank you for your assistance.

Sincerely,

[Your Name]

[Your Contact Information]

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