

Quick Email Employment Verification Request

Subject: Quick Employment Verification Request â€” [Employee Name]

Hi [HR Contact],

Could you please verify the employment details for [Employee Name], who was employed as [Job Title] from [Start Date] to [End Date]? This is needed for [Reason].

Thank you for your prompt attention.

Best regards,

[Your Name]

Get more templates here:

<https://www.lettersandtemplates.com/letters/employment-verification-request-letter>