

Detailed Formal Employment Verification Request

Subject: Request for Employment Verification of [Employee Name]

Dear [HR Department / Employer],

I am conducting a verification process for [Employee Name], who listed your company as their previous employer. Kindly provide the following information:

- Employment status (current or former)
- Job title and responsibilities
- Dates of employment
- Eligibility for rehire (if applicable)

This information will remain confidential and will be used solely for [Reason]. I appreciate your cooperation and timely response.

Sincerely,

[Your Name]

[Your Position / Organization]

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