

Heartfelt Employment Verification Email Template

Subject: Assistance with Employment Verification â€” [Employee Name]

Dear [HR Manager],

I hope this message finds you well. I am requesting your assistance in verifying the employment of [Employee Name], who worked as [Job Title] from [Start Date] to [End Date] at your organization.

This verification is critical for [Purpose].

Your help is sincerely appreciated, and I thank you in advance for your time and cooperation.

Warm regards,

[Your Name]

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