

Employee Identification Verification Request

Date: [Insert Date]

To Whom It May Concern,

I am writing to formally request the verification of employment for the following individual:

- **Employee Name:** [Employee's Full Name]
- **Employee ID:** [Employee ID Number]
- **Position:** [Employee's Job Title]
- **Department:** [Employee's Department]
- **Employment Dates:** [Start Date] to [End Date or Present]

This request is made in conjunction with [brief reason for verification, e.g., loan application, background check].

Please provide the following information:

- Confirmation of employment status
- Dates of employment
- Job title and responsibilities

Thank you for your timely assistance with this matter. Please feel free to contact me at [Your Phone Number] or [Your Email Address] if you have any questions or require further information.

Sincerely,

[Your Name]

[Your Job Title]

[Your Company Name]

[Your Company Address]

[Your Phone Number]

[Your Email Address]