

Your Name  
Your Address  
City, State, Zip Code  
Email Address  
Phone Number  
Date

HR Department  
Company Name  
Company Address  
City, State, Zip Code

Dear [HR Manager's Name],

I hope this message finds you well. I am writing to formally request an update to my employment verification on record. I have recently updated my position and would like to ensure that all information is current and accurate.

My details are as follows:

- Name: [Your Name]
- Employee ID: [Your Employee ID]
- Department: [Your Department]
- Position: [Your Current Position]
- Start Date: [Your Start Date]

If you require any additional information or documentation to process this request, please feel free to contact me at your convenience.

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,  
[Your Name]