

Employment Verification Request

Date: [Insert Date]

To: [Employer's Name]

[Company's Name]

[Company's Address]

[City, State, Zip Code]

Dear [Employer's Name],

I am writing to formally request verification of employment for [Employee's Name], who has applied for a [Position/Title] at [Your Company's Name]. As part of our background check process, we would appreciate your assistance in confirming the following details:

- Job Title:
- Dates of Employment:
- Salary (if applicable):
- Reason for Leaving:
- Eligibility for Rehire:

Please feel free to include any additional information that may be pertinent.

Thank you for your prompt attention to this matter. You may reach me at [Your Phone Number] or [Your Email Address] should you have any questions.

Sincerely,

[Your Name]

[Your Position]

[Your Company's Name]

[Your Company's Address]

[City, State, Zip Code]