

Background Verification for Employment Reference

Date: [Insert Date]

To Whom It May Concern,

I am writing to request a background verification for [Employee's Name], who has applied for a position at [Your Company Name] as [Job Title]. As part of our hiring process, we verify the professional history of prospective employees to ensure accuracy and credibility.

Employment Details for Verification:

- **Employee's Name:** [Employee's Name]
- **Position Held:** [Employee's Position]
- **Employment Duration:** [Start Date] to [End Date]
- **Department:** [Department Name]
- **Supervisor's Name:** [Supervisor's Name]

Please provide any relevant information regarding [Employee's Name]'s employment, performance, and conduct during their time with your organization. Your prompt response will be greatly appreciated as it will facilitate the hiring process.

Thank you for your cooperation.

Best regards,

[Your Name]

[Your Job Title]

[Your Company Name]

[Your Contact Information]

[Your Company Address]