

# Employment Verification Request

**Date:** [Insert Date]

**To:** [Employer's Name]

**Company Name:** [Company's Name]

**Company Address:**

[Street Address]

[City, State, Zip Code]

Dear [Employer's Name],

I am writing to request employment verification for [Employee's Name], who has applied for a [Position Title] with our company, [Your Company Name]. As part of our recruitment process, it is standard for us to verify the employment history and job performance of our candidates.

Specifically, we would appreciate your confirmation regarding the following details:

- Dates of employment
- Job title
- Job responsibilities
- Salary (if possible)
- Reason for leaving (if applicable)

Please feel free to respond to this request via email or phone at your earliest convenience. Your prompt assistance will greatly aid us in our recruitment efforts.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Job Title]

[Your Company Name]

[Your Company Address]

[Your Phone Number]

[Your Email Address]