

Employment Verification Request

Date: _____

To Whom It May Concern,

I am writing to request verification of employment for **[Employee's Name]**, who has applied for a position with our company. To proceed with the background check, we need to confirm the following details:

- Job Title: _____
- Employment Dates: _____
- Salary (if applicable): _____
- Reason for Leaving: _____

Please provide this information at your earliest convenience. You may reply via email or fax to the contact information listed below.

Thank you for your assistance.

Sincerely,

[Your Name]

[Your Job Title]

[Your Company Name]

[Your Phone Number]

[Your Email Address]