

Employment Verification Request

Date: [Insert Date]

[Employer's Name]

[Company's Name]

[Company's Address]

[City, State, Zip Code]

[Phone Number]

[Email Address]

To Whom It May Concern,

I am writing to formally request verification of employment for [Employee's Name], who is currently employed at [Company's Name]. We are in the process of [reason for verification, e.g., background check, lease agreement, etc.], and we would appreciate your assistance in confirming the details of their employment.

Details for Verification:

- Employee's Full Name: [Employee's Full Name]
- Employee's Job Title: [Employee's Job Title]
- Dates of Employment: [Start Date] to [End Date or Present]
- Employment Status: [Full-time/Part-time]

If you have any questions or require further information, please contact me at [Your Phone Number] or [Your Email Address]. Thank you for your prompt attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Company's Name]