

Request for Job Reference Verification

Date: [Insert Date]

To,

[Recipient's Name]

[Recipient's Position]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally request a job reference verification for [Employee's Name], who has applied for the position of [Job Title] at our company, [Your Company Name]. [Employee's Name] has stated that they previously worked at [Company Name] from [Start Date] to [End Date].

We would greatly appreciate your assistance in confirming the following details:

- Dates of Employment
- Position Held
- Responsibilities and Duties
- Performance and Conduct

Please feel free to reach out to me at [Your Phone Number] or [Your Email Address] if you have any questions or require further information.

Thank you for your time and assistance in this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Phone Number]

[Your Email Address]