

Employment Verification Request

Date: [Insert Date]

To: [Insert Employer's Name]

Company Name: [Insert Company Name]

Company Address: [Insert Company Address]

Dear [Employer's Name],

I am writing to request employment verification for [**Employee's Name**], who has applied for [reason for verification, e.g., housing, loan, job application].

We would appreciate it if you could confirm the following details:

- Employee's Position: [Insert Position]
- Employment Dates: [Insert Start Date] to [Insert End Date or "Present"]
- Employment Status: [Full-time/Part-time]

Please feel free to contact me at [your phone number] or [your email address] should you require any further information.

Thank you for your assistance.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Company Address]