

# Employment Verification Acknowledgment

Date: \_\_\_\_\_

To Whom It May Concern,

This letter serves to acknowledge that we have received a request for employment verification for:

**Employee Name:** \_\_\_\_\_

**Position:** \_\_\_\_\_

**Dates of Employment:** \_\_\_\_\_

We will process this request and respond accordingly. If you have any questions, please feel free to contact our HR department at:

**Phone:** \_\_\_\_\_

**Email:** \_\_\_\_\_

Thank you for your attention.

Sincerely,

**Company Name:** \_\_\_\_\_

**Authorized Signature:** \_\_\_\_\_

**Name and Title:** \_\_\_\_\_