

Employee Verification Request

Date: [Insert Date]

[Your Name]
[Your Position]
[Your Company Name]
[Your Company Address]
[City, State, Zip Code]
[Your Email]
[Your Phone Number]

[Recipient Name]
[Recipient Position]
[Recipient Company Name]
[Recipient Company Address]
[City, State, Zip Code]

Dear [Recipient Name],

I am writing to request verification of employment for [Employee's Name], who is currently employed with us in the position of [Employee's Position]. We are conducting a routine check and would appreciate your assistance in confirming the following details:

- Dates of Employment: [Start Date] to [End Date or Present]
- Job Title: [Employee's Job Title]
- Salary: [Employee's Salary]
- General conduct and performance evaluation: [If applicable]

Your cooperation in this matter is greatly appreciated. Please feel free to contact me at the number listed above or email me if you require any further details.

Thank you for your attention to this matter.

Sincerely,

[Your Name]
[Your Position]
[Your Company Name]