

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

[Recipient's Name]
[Company's Name]
[Company's Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to request an employment history check for [Employee's Name], who has applied for a position at [Your Company's Name]. We would like to verify their previous employment details.

Specifically, we would appreciate if you could provide us with the following information:

- Employment dates
- Job title
- Job responsibilities
- Reason for leaving

Confidentiality and discretion are of utmost importance to us. We appreciate your cooperation and any information you can provide will be kept confidential.

Please feel free to contact me at [Your Phone Number] or [Your Email Address] should you have any questions or need further information regarding this request.

Thank you for your assistance.

Sincerely,
[Your Name]
[Your Job Title]
[Your Company's Name]