

Employment Credentials Verification

Date: [Insert Date]

[Recipient's Name]

[Recipient's Title]

[Company/Organization Name]

[Address]

Dear [Recipient's Name],

We are conducting an employment credentials verification for [Employee's Name], who has applied for a position as a social service professional within our agency. We appreciate your assistance in confirming the following details regarding their employment:

- Position Held: [Insert Position]
- Dates of Employment: [Start Date] to [End Date]
- Job Responsibilities: [Briefly describe responsibilities]
- Reason for Leaving: [Insert Reason]

Additionally, if you could provide information regarding their performance and work ethic, it would be greatly appreciated.

Please feel free to contact me at [Your Phone Number] or [Your Email] if you have any questions or need further information.

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Title]

[Your Organization]

[Your Address]