

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

Human Resources Department
Company Name
Company Address
City, State, Zip Code

Dear [HR Manager's Name],

I hope this message finds you well. I am writing to formally request confirmation of my employment history with [Company Name]. I am currently in the process of [reason for request, e.g., applying for a new job, verifying records, etc.], and I need to provide accurate records of my employment.

Below are the details of my employment with [Company Name]:

- Position: [Your Job Title]
- Dates of Employment: [Start Date] to [End Date]
- Department: [Department Name]

Thank you for your attention to this matter. I would appreciate it if you could provide the confirmation by [specific date if needed]. If you need any further information or documentation, please do not hesitate to contact me.

Sincerely,
[Your Name]