

# Recruitment Verification Letter

Date: [Insert Date]

[Applicant's Name]

[Applicant's Address]

[City, State, Zip Code]

[Email Address]

Dear [Applicant's Name],

We are pleased to inform you that you have been shortlisted for the [Job Title] position at [Company Name]. As part of our recruitment process, we require verification of your provided information.

Please provide the following documents by [Insert Deadline]:

- Proof of identity (e.g., ID card, passport)
- Copies of academic qualifications
- Previous employment references
- Any relevant certifications

Once we have received and verified your documents, we will proceed with the next steps in the hiring process.

Thank you for your cooperation, and we look forward to your timely response.

Sincerely,

[Your Name]

[Your Job Title]

[Company Name]

[Company Address]

[Contact Information]