

Reference Verification Confirmation Letter

Date: [Insert Date]

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

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

Dear [Recipient's Name],

This letter is to confirm that we have completed the reference verification process for [Candidate's Name] in relation to their application for the position of [Position Title] at [Your Company Name].

We have contacted the references provided by [Candidate's Name] and have verified their credentials and experiences as stated. The feedback received has been positive, affirming [Candidate's Name]'s qualifications for the role.

If you require any additional information, feel free to contact me at [Your Phone Number] or [Your Email Address].

Thank you for your cooperation.

Sincerely,

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