

Employment Verification Request

Date: [Insert Date]

[Recipient's Name]

[Company's Name]

[Company's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to request your assistance regarding an employment verification inquiry for [Applicant's Name], who has applied for the position of [Job Title] with our organization.

During our evaluation process, we have identified some discrepancies in the information provided by [Applicant's Name] related to their previous employment. We would greatly appreciate your cooperation in verifying the following details:

- Employment Dates: [Insert Desired Dates]
- Job Title: [Insert Job Title]
- Responsibilities: [Insert Responsibilities]

Your prompt response will be invaluable in helping us ensure that our hiring process is thorough and accurate. Please feel free to contact me directly at [Your Phone Number] or [Your Email Address] should you have any questions or require further information.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Job Title]

[Your Company's Name]

[Your Company's Address]

[City, State, Zip Code]