

Inquiry Regarding Resume Verification

Date: [Insert Date]

[Your Name]

[Your Job Title]

[Your Company's Name]

[Company Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

To Whom It May Concern,

I am writing to formally request your assistance in verifying the credentials of an applicant, [Applicant's Name], who has applied for the position of [Position Title] at [Your Company's Name]. During our review process, we have identified potential discrepancies in the information provided on the candidate's resume.

Specifically, we would like to verify the following details:

- Employment history at [Company Name], including dates of employment and job title.
- Educational qualifications, including degree(s) obtained and dates of attendance.
- Professional certifications listed on the resume.

We take these matters seriously and wish to ensure the integrity of our hiring process. Please let us know if you require any additional information to assist with this inquiry.

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name]

[Your Job Title]

[Your Company's Name]