

Employment Verification Request

Date: [Insert Date]

To Whom It May Concern,

I am writing to request verification of employment for [Employee's Name], who has applied for a position with [New Company's Name]. [Employee's Name] has listed [Your Company's Name] as their previous employer and has requested that we provide confirmation of their employment details.

Please verify the following information:

- Employee's Full Name: [Employee's Name]
- Job Title: [Employee's Job Title]
- Employment Dates: [Start Date] to [End Date]
- Salary: [Employee's Salary]

We appreciate your prompt attention to this matter. If you require any further information, please feel free to contact me at [Your Phone Number] or [Your Email Address].

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Job Title]

[Your Company's Name]

[Your Company's Address]