Job Status Verification Request

Date: [Insert Date]

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

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

Dear [Employer's Name],

I hope this message finds you well. I am writing to formally request verification of employment for [Employee's Name], who has requested my assistance in confirming their current job status.

Details of the Employee:

- Name: [Employee's Name]
- Position: [Employee's Position]
- Employment Start Date: [Start Date]

The verification is needed for the purpose of [state the purpose, e.g., loan application, rental agreement]. I would appreciate it if you could provide the following information:

- Current job status (active, terminated, etc.)
- Duration of employment
- Position held

Thank you for your attention to this matter. Please feel free to contact me at [Your Phone Number] or [Your Email Address] should you need any further information.

Sincerely,
[Your Name]