

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

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

Subject: Authorization for Employment Verification

Dear [Employer's Name],

I, [Your Full Name], born on [Your Date of Birth], hereby authorize [Company Name] to verify my employment history and related information with any previous employers as required for [specify purpose, e.g., background check, new job application, etc.].

I understand that this information may be shared with [Recipient's Name, if applicable] as part of the hiring process.

Please find my details below for verification purposes:

- Full Name: [Your Full Name]
- Social Security Number (last four digits): [XXX-XX-####]
- Dates of Employment: [Start Date] to [End Date]
- Position Held: [Your Job Title]
- Reason for Verification: [Brief Explanation]

Thank you for your assistance.

Sincerely,

[Your Signature (if sending a hard copy)]
[Your Printed Name]