

[Your Company Letterhead]

[Date]

[Recipient Name]

[Recipient Title]

[Company/Organization Name]

[Company Address]

[City, State, Zip Code]

Subject: Authorization for Employee Verification

Dear [Recipient Name],

I, [Your Name], [Your Job Title] of [Your Company Name], hereby authorize you to verify the employment details of [Employee's Name], who has been employed with us since [Employee's Start Date]. This will include confirmation of their position, duration of employment, and any other necessary information pertinent to their employment history.

Please feel free to contact me directly at [Your Phone Number] or [Your Email Address] should you require any additional information or clarification regarding this request.

Thank you for your cooperation.

Sincerely,

[Your Signature]

[Your Printed Name]

[Your Job Title]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]