

[Your Company Letterhead]

[Date]

[Recipient's Name]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Employment Verification for DBS Check

This letter is to confirm that [Employee's Name] has been employed with [Company Name] since [Start Date] and currently holds the position of [Job Title].

[Employee's Name] is employed on a [full-time/part-time] basis, and their responsibilities include [brief description of job responsibilities].

This verification is provided to facilitate the completion of a Disclosure and Barring Service (DBS) check as part of our employment process. We confirm that [Employee's Name]'s role requires such a check due to [reason for DBS check, e.g., working with vulnerable groups].

If you require any further information, please do not hesitate to contact me at [Your Phone Number] or [Your Email Address].

Thank you.

Sincerely,

[Your Name]

[Your Job Title]

[Company Name]

[Company Address]

[City, State, Zip Code]

[Company Phone Number]

[Company Email Address]