

[Your Company Letterhead]

[Date]

[Recipient's Name]

[Recipient's Address]

[City, State, Zip Code]

Subject: Verification for DBS Check

Dear [Recipient's Name],

This letter serves to verify that [Employee's Name] is employed with [Your Company Name] as a [Employee's Position] since [Start Date]. Please allow this letter to confirm that [Employee's Name] has been a valuable member of our team and has consistently met the expectations of their role.

We are cooperating with [Employee's Name] in their application for a Disclosure and Barring Service (DBS) check. Should you require any further information or clarification, please do not hesitate to contact me at [Your Phone Number] or [Your Email Address].

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

[Your Phone Number]

[Your Email Address]