

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

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

Subject: Employment Verification Request

Dear [Employer's Name],

I hope this letter finds you well. I am writing to request verification of my employment with [Company's Name] for the purpose of [state purpose, e.g., loan application, rental agreement, etc.].

Details of my employment are as follows:

- Employee Name: [Your Full Name]
- Employee ID: [Your Employee ID]
- Designation: [Your Job Title]
- Department: [Your Department]
- Employment Period: [Start Date] to [End Date/Present]

I would appreciate it if you could verify my employment details at your earliest convenience. If you require any further information, please do not hesitate to contact me.

Thank you for your attention to this matter.

Sincerely,

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