

[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]

Dear [Employer's Name],

Subject: Identification Verification Letter for Employment

I am writing to confirm the identification verification process for
[Employee's Name], who has applied for a position at [Company's Name].
The following information has been verified:

- Full Name: [Employee's Full Name]
- Date of Birth: [Employee's Date of Birth]
- Social Security Number: [Employee's SSN]
- Address: [Employee's Address]
- Identification Provided: [Type of ID, e.g., driver's license, passport]
- ID Number: [Identification Number]
- Expiration Date: [Expiration Date of ID]

This verification was conducted to ensure compliance with employment
regulations and company policy. If you require any additional
information, please feel free to contact me at [Your Phone Number] or
[Your Email Address].

Sincerely,

[Your Name]
[Your Job Title]
[Your Company Name]