

[Your Name]
[Your Position]
[Department/Organization Name]
[Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient's Name]
[Recipient's Position]
[Police Department Name]
[Address]
[City, State, Zip Code]

Subject: Job Verification Request

Dear [Recipient's Name],

I am writing to request verification of employment for [Employee's Full Name], who has applied for [specific position, e.g., a job, a police clearance certificate] and has requested that we confirm their employment details.

The necessary details for your reference are as follows:

- Employee Name: [Full Name]
- Position: [Job Title]
- Department: [Department Name]
- Dates of Employment: [Start Date] to [End Date or Present]

We kindly ask you to confirm the following:

1. Employment status (currently employed or not)
2. Job title and department
3. Duration of employment

Please feel free to contact me should you require any further information or have questions regarding this request. Thank you for your assistance.

Sincerely,

[Your Name]
[Your Position]
[Department/Organization Name]
[Email Address]
[Phone Number]