

[Your Company Letterhead]

[Date]

To Whom It May Concern,

Subject: Police Verification Certificate for [Employee's Name]

This is to certify that [Employee's Name], son/daughter of [Parent's Name], aged [Age], residing at [Employee's Address], has been offered employment with [Company Name] for the position of [Job Title] effective from [Start Date].

As part of our employment process, we request a police verification to ensure a safe and secure working environment. The details of the employee are as follows:

- Name: [Employee's Name]
- Father's Name: [Parent's Name]
- Date of Birth: [DOB]
- Address: [Employee's Address]
- Identification Proof: [Aadhaar/Pan/Voter ID Number]

We kindly request the respective authorities to conduct a verification of [Employee's Name] for any prior criminal records or legal issues.

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Designation]

[Company Name]

[Company Address]

[Contact Information]

[Email Address]