

[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: Job Verification for [Employee's Name]

I am writing to formally request verification of employment for
[Employee's Name], who has applied for a position with our organization.
We are conducting due diligence as part of our hiring process.

[Employee's Name] has indicated that they have worked for your company in
the capacity of [Job Title] from [Start Date] to [End Date]. We kindly
ask you to confirm their employment status, as well as provide any
relevant details regarding their job performance and responsibilities.
Your assistance in this matter is greatly appreciated, and we assure you
that any information you provide will be kept confidential.

Thank you for your attention to this request.

Sincerely,

[Your Signature (if sending a hard copy)]
[Your Printed Name]
[Your Job Title]
[Your Company's Name]