

[Your Name]
[Your Address]
[City, State, ZIP Code]
[Email Address]
[Phone Number]
[Date]
[Employer's Name]
[Company Name]
[Company Address]
[City, State, ZIP Code]

Dear [Employer's Name],

I hope this message finds you well. I am writing to request an employment verification for [Employee's Name], who has applied for [reason for verification, e.g., a new job, apartment rental, etc.].

[Employee's Name] has been employed with [Company Name] from [Start Date] to [End Date or "present" if still employed] as a [Job Title]. Please confirm the following details regarding their employment:

- Dates of Employment
- Job Title
- Employment Status (full-time/part-time)
- Salary (if applicable)

If you require any additional information to process this request, please feel free to contact me at [Your Phone Number] or [Your Email Address].

Thank you for your assistance.

Sincerely,

[Your Name]
[Your Position, if applicable]
[Your Company, if applicable]