

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[Labour Department Name]
[Labour Department Address]
[City, State, Zip Code]

Subject: Employment Verification Request

Dear [Recipient's Name or "To Whom It May Concern"],
I am writing to request verification of employment for [Employee's Name],
who has been employed with [Company Name] since [Start Date]. The purpose
of this verification is for [briefly state the purpose, e.g., loan
application, immigration process, etc.].

Please find the details of the employee below:

- Employee Name: [Employee's Name]
- Job Title: [Employee's Job Title]
- Dates of Employment: [Start Date] to [End Date or "Present"]
- Department: [Employee's Department]
- Supervisor: [Supervisor's Name]

I kindly ask that you confirm the above information at your earliest
convenience. Should you require any further information, please feel free
to contact me at [Your Phone Number] or [Your Email Address].

Thank you for your assistance.

Sincerely,

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