

[Your Company Letterhead]
[Date]

[Recipient's Name]
[Recipient's Job Title]
[Company Name]
[Company Address]
[City, State, Zip Code]
Dear [Recipient's Name],

Subject: Employment Verification Request

I hope this message finds you well. I am writing to request verification of employment for [Employee's Full Name], who has applied for [reason for request, e.g., rental application, loan application, etc.].

Please confirm the following details regarding [Employee's Full Name]:

1. Job Title:
2. Dates of Employment:
3. Current Employment Status:
4. Salary Information (if applicable):

You may respond to this request by contacting me at [Your Phone Number] or [Your Email Address].

Thank you for your assistance in this matter.

Sincerely,

[Your Name]
[Your Job Title]
[Your Company Name]
[Your Phone Number]
[Your Email Address]