

Formal request for employment information

Subject: Employment Verification Request

Dear Human Resources Department,

I am writing to request verification of employment for [Employee Name], who has listed [Company Name] as their current/previous employer on an application.

The employee has provided written authorization for this inquiry (copy attached). Could you please verify the following information:

Employment Details:

- Dates of employment (start and end dates)
- Job title and department
- Employment status (full-time, part-time, contract)
- Salary information (if permitted by company policy)
- Reason for departure (if applicable)

This information is being requested in connection with [purpose: loan application, new employment consideration, background check, etc.] and will be kept strictly confidential.

Please send the verification to my attention at [contact information] or feel free to call me at [phone number] if you have any questions about this request.

I understand that company policies may limit the information you can provide, and I appreciate whatever details you are able to share within those guidelines.

Thank you for your cooperation and prompt response.

Professional regards,

[Your Name]

[Your Title]

[Organization Name]

[Contact Information]

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