

Employee Name Confirmation - Professional

Subject: Employee Name Verification Request

Dear Human Resources Department,

I am writing to request verification and confirmation of my current name in your employment records. Due to recent personal circumstances, I want to ensure that my employment documentation reflects my correct legal name.

My current legal name is [Full Legal Name], and my employee ID number is [Employee ID]. I began employment with [Company Name] on [Start Date] in the position of [Job Title].

If there are any discrepancies in your records or if you need additional documentation to verify my identity, please contact me immediately. I can provide government-issued identification, Social Security card, or other required documentation as needed.

Please confirm that your records accurately reflect my name and update any systems or documentation that may contain outdated information. This verification is important for payroll accuracy, benefits administration, and compliance purposes.

I would appreciate written confirmation once you have reviewed and verified my information.

Best regards,

[Full Name]

[Employee ID]

[Department]

[Email Address]

[Phone Number]

[Date]

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