

Professional Employment Verification Email

Subject: Request for Employment Verification Documentation

Dear HR Department,

I hope this email finds you well. I am writing to request official employment verification documents for my tenure at [Company Name] from [Start Date] to [End Date].

I currently need these documents for [mortgage application, background check, new employment verification, etc.]. Specifically, I require:

- Letter of employment verification
- Salary verification (if applicable)
- Job title and responsibilities confirmation

My employee information:

- Full Name: [Your Name]
- Employee ID: [ID Number]
- Department: [Department Name]
- Position: [Job Title]

Please send the documentation to [email address] or mail to [mailing address]. If there are any forms I need to complete or fees to pay, kindly let me know.

I would greatly appreciate your assistance with this request. Please confirm receipt and let me know the expected timeframe for completion.

Best regards,

[Your Name]

[Your Phone Number]

[Your Email Address]

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