



EMPLOYMENT VERIFICATION REQUEST LETTER

Date:

[Name of Reference]
[Title of Reference]
[Reference Company Name]
[Address]

Regarding: [Candidate's Name]

Dear:

We are contacting you to verify employment of the above individual with your organization. This individual has applied with our organization for the position of **[Position Title]**. Attached please find a copy of the applicant's signed consent form releasing prior employers to provide our organization information on his/her employment history, salary and performance. We appreciate your time and attention to this matter. If you have any questions, please contact me directly at [phone number and email address].

Sincerely,

[Name, Title]
[Organization Name]