

Employee Background Verification Letter Template

Dear Sir/Madam,

This is to inform that we intend to hire _____ as _____.

Further, we understand that he was associated with your esteemed company from

_____ to _____ as XXXXXXXXXXXXXXXX.

Accordingly, may I request your views and opinion of _____ on the following:

- 1 Duration of Assignment _____ to _____
- 2 Designation _____
- 3 Character & Conduct _____
- 4 Integrity _____
- 5 Reliability _____
- 6 Financial Credibility _____
- 7 Any other information which you feel would be relevant _____
- 8 If this candidate is interested to serve you again, would you be keen – Yes / No

Signature & Date _____

Name & Designation _____

Company _____

I assure you, all the information furnished by you would be strictly confidential and shall not be shared.

The same is intended to be used for our selection process.

On filling up the above data, you may post it back to us in a self addressed envelope which is enclosed.

Thank You

For XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX

General Manager HR