



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]



[Candidate's Name]

Dates of employment: Start Date (Month/Year):

End Date:

Job Title:

Primary Job Duties:

Base Salary or hour rate: \$ per hour / weekly / monthly / annually

Quality of work:

Was it a voluntary or involuntary separation of employment?

Reason for employment separation:

Eligible for rehire (circle one): Yes No

If Yes, why?

Above information was completed by: [Company Name]

Printed Name:

Title:

Signature:

Date:

Please fax completed form to: [Contact Name] to [Contact Fax Number].

For a free 30-minute consultation on how to safely get useful references for prospective new hires, [click here](#).