

## VERIFICATION OF EMPLOYMENT EMAIL TEMPLATE

### SUBJECT LINE:

Employment verification for [Employee Name]

### EMAIL BODY:

[Employee Name] worked for [Company Name] from [hire date-end date] and held the title of [Employee Title].

— OR —

[Employee Name] is employed at [Company Name] since [hire date] and currently holds the title of [Employee Title/Position].

For more information contact [Contact Name].

[Your Name]  
[Your Title]  
[Company Name]  
[Contact Info]

# Sample Letter Requesting Verification Documents From Employees

**N Colangelo**



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