

Subject: Employment Verification Pending - [Employee Name]

Dear [Recipient Name/Requesting Agency],

We have received your request for employment verification for **[Employee Full Name]**.

This letter is to inform you that the verification is currently being processed by our Human Resources department. We are currently gathering the necessary records and performing a final review to ensure all information provided is accurate.

We anticipate that the completed verification will be sent to you by [Expected Date].

Thank you for your patience. If you have any urgent questions, please contact us at [Phone Number] or [Email Address].

Sincerely,

[Your Name]

[Your Job Title]

[Company Name]