

Date: [Insert Date]

To: [Employer Name/HR Department]

Company Address: [Insert Company Address]

Subject: Verification of Employment for [Employee Name]

Dear [Recipient Name or HR Manager],

I am writing to request a formal verification of employment for [Employee Name], who has applied for a rental property under my management.

To process their application, please provide a signed letter on company letterhead confirming the following details:

- Start date of employment
- Current employment status (Full-time, Part-time, or Contract)
- Anticipated end date (if applicable)

Attached to this request, you will find a signed authorization from the employee permitting the release of this information.

Please send the completed verification to [Your Email Address] or by mail to the address below by [Due Date].

Thank you for your prompt assistance.

Sincerely,

[Your Name]

[Your Title/Company Name]

[Your Phone Number]

[Your Mailing Address]