

[Date]

[Requesting Party Name]
[Requesting Company Name]
[Address]
[City, State, Zip Code]

RE: Employment Verification Request for [Employee Full Name]

Dear [Contact Person Name or Name of Organization],

We received your request to verify the employment history of [Employee Full Name].

At this time, we are unable to process your request because it did not include a signed authorization or consent form from the individual in question. Our company policy requires a written release from the employee or former employee before any personnel information can be disclosed to third parties.

Please provide a copy of the signed consent form and resubmit your request. Once received, we will process the verification accordingly.

Thank you for your understanding.

Sincerely,

[Your Name]
[Your Title]
[Company Name]