

[Company Name]
[Company Address]
[City, State, Zip Code]
[Date]

[Recipient Name]
[Recipient Title/Company]
[Recipient Address]
[City, State, Zip Code]

Subject: Employment Verification and Rehire Eligibility for [Former Employee Name]

Dear [Recipient Name],

This letter is in response to your request for employment verification regarding [Former Employee Name], who was employed at [Company Name] from [Start Date] to [End Date]. Their final position held was [Job Title].

Regarding your inquiry into rehire status, our records indicate that this individual is currently **[Eligible / Not Eligible]** for re-employment with our organization.

Our policy regarding rehire eligibility is based on [Briefly state reason, e.g., company policy/nature of separation/performance records]. This information is provided in confidence and is intended solely for your use in evaluating the candidate's application.

Should you require any further standard verification details, such as confirmed dates of employment or job titles, please contact our Human Resources department at [Phone Number] or [Email Address].

Sincerely,

[Your Signature]

[Your Printed Name]
[Your Job Title]