**PROOF OF EMPLOYMENT LETTER**

**[List their contact information and the date]**

Sir/Madam:

**[Insert applicant name]** has applied for employment with **[insert company name],** and [he/she] listed your company as part of their employment history. We respectfully request your assistance verifying some of the details that were provided on **[insert applicant name]’s** resume.

* What dates did **[insert applicant name]** work for your company?
* What **[is/was]** their job title?
* What **[is/was]** their annual salary?
* Would you rehire **[insert applicant name]**?
* Did **[insert applicant name]** adhere to company policies?
* Is there any other information you can provide about **[insert applicant name]'**s job performance?
* If **[he/she]** is currently employed by your company, has [he/she] turned in a resignation letter?

Thank you in advance for a prompt response! Please feel free to contact me if you have any questions.

Yours sincerely,

**[List your name, title, and contact information]**