

Address Line 1

Address Line 2

Address Line 3

[Date]

Address Line 1

Address Line 2

Address Line 3

Dear [Name], Thank you for your inquiry about:

[Name, DoB, Social Security Number]

I can confirm that [Name] is a previous employee of [Company Name], and that the following details are true:

NAME OF COMPANY:

JOB TITLE:

MOST RECENT SALARY:

DATE OF EMPLOYMENT:

DATE OF TERMINATION OF EMPLOYMENT:

REASON FOR LEAVING:

ELIGIBLE FOR RE-EMPLOYMENT: Y / N

ANY OTHER INFORMATION:

Many thanks,

[Your Name]

[Your Phone Number]

[Your Job Title]