

**CONFIDENTIAL**

Date: [Insert Date]

To: [Recipient Name/HR Department]  
Company: [Current/Former Employer Name]  
Address: [Company Address]

Subject: Confidential Employment Verification for [Applicant Name]

Dear [Recipient Name],

We are currently conducting a confidential background assessment for **[Applicant Name]**, who is being considered for a position at our organization. The candidate has requested that this inquiry remain strictly confidential.

Please provide the following information regarding the candidate's employment history:

- Dates of employment (Start and End)
- Last position or title held
- Final salary/wage (if permitted by policy)
- Reason for leaving
- Eligibility for re-hire

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

Given the sensitive nature of this search, we kindly ask that you do not disclose this inquiry to any unauthorized parties. Please return the completed verification via [Email Address] or [Fax Number].

Thank you for your assistance and for maintaining the confidentiality of this process.

Sincerely,

[Your Name]  
[Your Title]  
[Your Organization Name]  
[Phone Number]