

Subject: Employment History Verification Discrepancy - [Candidate Full Name]

Dear [Recipient Name or HR Department],

I am writing to address a discrepancy identified during the employment history verification process for [Candidate Full Name] regarding their former role at [Company Name].

According to the information provided by the candidate, the details are as follows:

- **Reported Dates of Employment:** [Start Date] to [End Date]
- **Reported Job Title:** [Job Title]

However, the records obtained during verification indicate the following:

- **Recorded Dates of Employment:** [Start Date] to [End Date]
- **Recorded Job Title:** [Job Title]

We would like to request clarification or documentation to resolve this inconsistency. Please provide any supporting materials, such as copies of pay stubs, W-2 forms, or an updated letter of certification from the employer, to confirm the correct details.

Please submit this information by [Date] so that we may proceed with the background check process. If you have any questions, you can reach me at [Phone Number] or [Email Address].

Thank you for your prompt attention to this matter.

Best regards,

[Your Name]

[Your Job Title]

[Your Company Name]