

[Company Letterhead]

[Date]

[Recipient Name]
[Recipient Title]
[Organization Name]
[Address]

Subject: Employment History Verification - [Candidate Full Name]

Dear [Recipient Name],

[Candidate Full Name] is currently being considered for the position of [Executive Title] at [Your Company Name]. As part of our executive leadership vetting process, we are seeking to verify their professional history during their tenure with [Recipient Organization Name].

We would appreciate your assistance in confirming the following details regarding their employment from [Start Date] to [End Date]:

- Final executive title/rank held.
- Primary responsibilities and scope of authority.
- Confirmation of dates of employment.
- Reason for departure (if disclosable).
- Eligibility for re-hire.

We understand the sensitive nature of executive records. All information provided will be treated with strict confidentiality and used solely for the purpose of evaluating this candidacy. Attached to this letter, you will find a signed authorization from [Candidate Last Name] permitting the release of this information.

Please return this information via email to [Email Address] or by phone at [Phone Number] at your earliest convenience. Thank you for your time and professional cooperation.

Sincerely,

[Your Name]
[Your Title]
[Your Company Name]