

[Your Company Name]  
[Your Address]  
[City, State, Zip Code]  
[Date]

[Previous Employer Name]  
[Recipient Name or HR Department]  
[Previous Employer Address]  
[City, State, Zip Code]

**RE: Reference Check and Employment Verification Compliance**

Dear [Recipient Name],

We are currently conducting a background and reference check for [Applicant Full Name], who has applied for the position of [Job Title] at [Your Company Name]. The applicant has listed your organization as a previous employer.

To ensure compliance with employment laws and company policy, please verify the following information regarding the candidate's tenure at your organization:

- Dates of employment: From [Start Date] to [End Date]
- Last position/job title held
- Eligibility for rehire (Yes/No)
- Reason for separation (if permitted by policy)

Attached to this letter, please find a signed authorization form from the applicant, granting permission for the release of this information.

Please provide this verification by [Date] via email at [Your Email Address] or by mail to the address listed above. If your organization requires a specific internal form to be completed, please forward it to us immediately.

Thank you for your professional cooperation and timely response.

Sincerely,

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