

Formal Reference Letter: Employment Verification for Background Check

[Your Company Letterhead]

[Date]
[Recipient Name]
[Recipient Title/Position]
[Company/Organization Name]
[Address]
[City, State ZIP Code]

Subject: Employment Verification for **[Employee's Full Name]**

Dear [Recipient Name],

I am writing to formally confirm the employment of **[Employee's Full Name]** at **[Company Name]** as part of your background check process.

Employee Details:

- **Full Name:** [Employee's Full Name]
- **Job Title:** [Employee's Position/Title]
- **Employment Dates:** [Start Date] to [End Date/Present]

During their tenure with us, [Employee's Name] was responsible for:

- [Responsibility/Job Duty 1]
- [Responsibility/Job Duty 2]
- [Responsibility/Job Duty 3]

[Employee's Name] consistently demonstrated professionalism, reliability, and a commitment to high-quality work. Based on their performance and conduct during employment, I can confirm their employment history and recommend them as a dependable candidate.

If you require any further information or clarification regarding [Employee's Name]'s employment with us, please feel free to contact me at [Your Phone Number] or [Your Email Address].

Sincerely,

[Your Name]
[Your Title/Position]
[Company Name]
[Phone Number]
[Email Address]