

**REQUEST FOR VERIFICATION OF EMPLOYMENT**

**Section 1: Employee Information**

Date: (Month/Day/Year) \_\_\_\_\_

Name: \_\_\_\_\_ Title: \_\_\_\_\_ Department: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone #: \_\_\_\_\_ Social Security # (Last 4 digits): \_\_\_\_\_

Signature: \_\_\_\_\_

**Section 2: Release Information**

Please indicate the company name and address where your information will be sent:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**OPTIONAL** –The standard letter includes dates of employment, salary and title. If you would like any additional information included, please explain below:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Please indicate how your letter should be sent (Check one):

\_\_\_\_\_ Letter will be picked up by the employee

\_\_\_\_\_ Mail to my home

\_\_\_\_\_ Mail or \_\_\_\_\_ fax to company at address listed above