**Employee Verification Email Format Addressing HR**

Date: 03.07.2018

Dear Sir/ Ma’am,

Greetings!!!

I am Ritu Maheshwari and I am working with Zenith Technologies Pvt. Ltd. as Asst. Human Resource Manager. You must be aware the during the process of recruitment, employee verification is an important step and therefore, I am writing to you, to seek your assistance in verifying the details given below of the following candidate:

Name of the Candidate: Mr. Arun Kumar

Company’s Name: Authentic Automobiles

Employee Code: 12345/2015

Position/ Profile: Marketing Executive

Kindly provide the following details of the above mentioned candidate.

* Date of hiring
* Date of joining
* Salary Gross/ CTC
* Reason for Leaving
* Eligible to hire (Yes or No)

Name of the Verifier:

Position of the Verifier:

We will look forward for your responses and would appreciate if you could fill the details at the earliest. Please get in touch with us at 9898989898 or revert us on the same email.

We are thankful for your time and help.

Best Regards,

Ritu Maheshwari

Asstt. HR Manager

Zenith Technologies Pvt. Ltd.