Employment verification request email

Send it after the candidate has signed an authorization to contact past employers, typically at the finalist or contingent offer stage. Send it to the HR or payroll contact, not the candidate's old manager.

REQUEST TO PAST EMPLOYER

Subject: Employment verification request: [Candidate Full Name]

Hello,

[Candidate Full Name] has applied for a position with [Company] and has authorized us to verify their employment with your organization. A copy of their signed authorization is attached.

Could you please confirm or correct the following information?

- Name while employed: [Candidate Full Name] [Former Name, if any]
- Dates of employment: [Start Date] to [End Date]
- Most recent job title: [Job Title]
- Employment type: [Full-time / Part-time / Contract]
- Eligible for rehire: [Yes / No / Company policy does not allow disclosure]

A one-line reply confirming the details are correct is enough. If your company handles verifications through a third-party service or a specific portal, just let me know where to send the request.

We'd appreciate a response by [Deadline]. Thank you for your help.

[Your Name]
[Title], [Company]
[Email] | [Phone Number]

FOLLOW-UP

Subject: Following up: employment verification for [Candidate Full Name]

Hello,

I'm following up on my request of [Original Request Date] to verify employment for [Candidate Full Name], who worked at [Former Employer] from about [Start Date] to [End Date]. The signed authorization is attached again.

We only need dates of employment and last job title confirmed. If this request should go to someone else, I'd be grateful if you could forward it or reply with the right contact.

Thank you,

[Your Name]
[Title], [Company]

[Phone Number]

NOTICE TO CANDIDATE

Subject: We're verifying your work history: one quick ask

Hi [First Name],

As part of the final step for the [Job Title] role, we're verifying the employment history on your application. I've sent requests to [Former Employer(s)].

Two things would help:

- If any former employer has closed, merged or changed its name, let me know the current name or a contact.
- If we can't reach a former employer, a W-2, final pay stub or offer letter showing your dates and title usually works instead.

We expect to finish by [Expected Date]. If anything doesn't match what you listed, I'll talk to you before we make any decision.

Thanks,
[Your Name]
[Title], [Company]

SUBJECT LINE IDEAS

- Employment verification request: [Candidate Full Name]
- Verification of employment for [Candidate Full Name]
- Request to confirm dates of employment
- Following up: employment verification
- Authorization attached: employment verification
- We're verifying your work history

SMS / WHATSAPP VERSION

Hi [First Name], it's [Your Name] at [Company]. We're verifying your past employment for [Job Title]. If any employer has closed or changed names, or you have a W-2 or pay stub showing your dates, please reply or email [Email]. Thanks.

Placeholders to replace: [Candidate Full Name], [Former Name, if any], [First Name], [Former Employer], [Start Date], [End Date], [Job Title], [Original Request Date], [Deadline], [Expected Date], [Your Name], [Title], [Company], [Email], [Phone Number]