

Employment Verification Request

NAME: \_\_\_\_\_\_\_\_\_\_ ABHINAV SINGHAL \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

DATE: \_\_\_\_\_\_\_\_\_Jun 16 2014\_\_\_\_\_\_\_\_\_\_\_\_\_\_

EMPLOYEE ID NUMBER 29010601

EXTENSION: \_\_\_\_\_\_1917

DATE NEEDED BY: \_\_\_\_\_JUN 17 2014\_\_\_\_\_\_

Please indicate what information you would like to be included in your verification.

* POSITION/TITLE:
* DATE OF EMPLOYMENT:

Position and Date of employement \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Please indicate which form of verification you are requesting.

* LETTER:

Please indicate to whom the verification should be addressed.

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

The letter can be addresses to whomsoever concerned. The letter should state that

Mr. Abhinav Singhal will be travelling to Montreal on vacation from Jul 4th 2014 to Jul 6th 2014. He is on work visa H1B sponsored by Moody’s Shared Services. He will be reporting back to work on Jul 7th 2014 at 7 world trade center NYC office.

In order to safeguard your right to privacy, it is the policy of Moody’s Investors Service to release

confidential information only when you have authorized us to do so.

I hereby authorize Moody’s Investors Service to verify the above information concerning my employment

with Moody’s.

ASSOCIATE SIGNATURE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Note: A minimum of three business days is required to process verification requests.

*(Please return completed form to the Payroll Department, 7 WTC, 14th floor, Office 14-134)*

***Employee ID Number*** *can be located in the* [*PeopleSoft Employee Self Service Center*](http://moodysnet-us/hr/hr.nsf/hrisappview/peoplesoft+log-in?opendocument)*.*

***MoodysNet Location****:* [*http://moodysnet-us/finance/finance.nsf/payrollview?openview&count=5000*](http://moodysnet-us/finance/finance.nsf/payrollview?openview&count=5000)