

Employment Verification Request

NAME: \_\_\_\_\_\_\_\_\_ABHINAV SINGHAL\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

DATE: \_\_\_\_\_\_\_\_\_Sept 27 2017 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

PERSONAL ID NUMBER\* \_\_\_\_29010601\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

EXTENSION: \_\_\_\_\_OCT 6 2017\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

* POSITION/TITLE:
* DATE OF EMPLOYMENT:
* Position and Date of employment: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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 India on vacation from Oct 12 2017 to Oct 29th 2017. He is on work visa H1B sponsored by Moody’s Shared Services. He will be reporting back to work on Oct 30th 2017 at 1 world trade center NYC office.

In order to safeguard your right to privacy, it is the policy of Moody’s Corporation, Moody’s Analytics, Moody’s Investors Service or Moody’s Shared Services to release confidential information only when you have authorized us to do so.

I hereby authorize Moody’s Corporation, Moody’s Analytics, Moody’s Investors Service or Moody’s Shared Services to verify the above information concerning my employment with Moody’s.

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

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

*(Please return completed form to HR Connect –* [*HRConnect@moodys.com*](mailto:HRConnect@moodys.com)

***\*Personal ID Number*** *is located in MINT / Quick Links / Workwise / My Info / My Info Links / Employment Information / Job Information / Person ID*