**Employee Background Verification Check Email**

| Subject - Background verification of [Employee Name]  To whomsoever it may concern,  Hi, I am [Your Name] working with [Company Name] as [Designation]. You must be knowing that during the recruitment process, employee verification is the crucial step to ensure company safety. Therefore, I am writing this email to you to seek assistance in verifying the details of one of your employees mentioned below:  Name of the Candidate:  Company’s Name:  Employee Code:  Job Title:  Kindly provide the below details of the above mentioned candidate:   * Date of hiring * Date of joining * Gross Salary * Reason for leaving * Eligible to hire or not   Name of the verifier:  Position of the verifier:  We will look forward to your response and would really appreciate it if you can fill in the details at the earliest. You can contact us on [phone number] or revert back on the same email.  Regards,  [Your Name]  {email Signature] |
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