

Employment verification response email template

Respond to a lender, landlord, or agency asking to verify a current or former employee's job and pay.

Updated October 15, 2026. Written and reviewed by the HRTally Research Team.

When to use this template

HR regularly receives requests from mortgage lenders, landlords, government agencies, and background check companies to confirm that someone works or worked for you, often with pay. Use this template to respond consistently, share only what your policy and the employee's authorization allow, and keep a record.

Most employers confirm dates of employment and job title without consent, and share pay only with the employee's written authorization. Many large employers route these requests to an automated verification service. If you are a smaller team, a consistent email response is fine. Never confirm details over the phone to someone you can't verify.

Version 1: Verification with authorization

SUBJECT Employment verification: [Employee full name]

Hello,

In response to your request dated [Date], and the signed authorization from [Employee full name], we can confirm the following:

Employee name: [Full name]

Employer: [Company legal name]

Job title: [Current or last title]

Dates of employment: [Start date] to [Present or end date]

Employment status: [Full time or part time, active or inactive]

[Base pay: \$Amount per year or hour, if authorized]

This information is provided solely for the purpose stated in your request. For any further questions, please contact [HR contact] at [Email or phone].

[HR contact name]

[Title], [Company]

Version 2: Request without authorization

SUBJECT Re: employment verification request

Hello,

Thank you for your request. Our policy is to confirm only dates of employment and job title without written authorization from the employee.

[Employee full name] has been employed by [Company] as [Job title] since [Start date] [or was employed from Start to End].

To verify pay or other details, please send a signed authorization from the employee to [Email or fax].

[HR contact]

[Company]

Subject lines to try

- Employment verification: [Employee full name]
- Re: employment verification request
- Verification of employment for [Employee full name]
- Response to your verification request
- Employment and income verification

How to personalize it

- Follow the same policy for every request.
- Verify the requester is who they say they are.
- Keep a copy of the request, authorization, and response.
- Tell the employee when you respond, if your policy allows.

Mistakes to avoid

- Sharing pay without written authorization.
- Giving opinions about performance or likelihood of continued employment.
- Confirming information over an unverified phone call.
- Sharing details about leave, health, or discipline.

| Legal and compliance notes

There's no general federal law requiring employers to verify employment, but some requests carry legal duties, such as income withholding orders and certain government benefit requests. Several states and cities restrict sharing salary history in hiring contexts. For former employees, a few states, such as Missouri, have service letter laws that require a written statement of employment details on request. See the reference request response for questions about performance.

| When to send it

Within two to three business days. Mortgage lenders often need a fast turnaround, so tell employees in advance which address to give lenders.

| Before you hit send

- Payroll has checked every number in the email against the system.
- The effective date leaves enough time before the payroll cutoff.
- State notice rules for pay changes were checked for each affected state.
- The email doesn't mention anyone else's pay.
- Tax treatment, such as supplemental withholding, is explained in plain words.

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