

IT Genius Group LLC

Office Address: Channi, India.

Phone No.: 123-xxxx Fax: xxx-xxx E-mail: itgllc12sx@gmail.com

Ref: ITGG/CHA/2013/xxx

Date: 02/01/2013

The Head of HRD

ABCD Company Ltd.

Channi, India.

Sub: Letter of employment verification.

Dear Sir,

We are considering **Mr. Employee Name** for the position of **Marketing Officer** at IT Genius Group LLC. We would like to request verification that he was employed by your firm from April 2011 to December 2012. We would also be grateful if you could inform us with any information you deem relevant to our decision to hire him.

Advance thank you and look forward to your reply.

Sincerely,

Akhil Rahit Sarma

Human Resource Manager