

Instruction: This is a model letter. Adapt to fit your facts and circumstances.

Name	Date	Return address:
Address Line		Company
City, State Zip Code		Address Line 1
		Address Line 2
		City, State Zip Code

Re: Pre-Employment Checklist-for Employer

Dear :

Please verify the following information regarding the recently hired employee:

Date:

Applicant:

Position:

References Requested: Date Received:

Interviewed By: Approved By:

Education verified:

Licensure of certification verified:

Bonding Company approval:

Starting Salary \$

Fringe Benefits [list]:

Effective starting date:

If you have any questions, please do not hesitate to contact me.

Sincerely,

N A M E