



**REQUEST FOR EMPLOYMENT
VERIFICATION LETTER**

To expedite the employment verification process, please complete the following information and submit this form to the Human Resources Office by email ONLY: HR@meiyagroup.com.

Employee Name: _____

Employee ID: _____

Department Name: _____ Phone Number: _____

Employee Mailing Address: _____

Please indicate the information that needs to be verified in the letter by Checking the appropriate box(s) below:

Dates of Employment _____

Position and Title _____

Annual Salary _____

Mailing Address To Send Letter: _____

Comments:

Employee's Signature: _____ Date: _____

This request will be processed within seven business days from the date it is received, and will be mailed to the recipient's address provided above. If you have any questions regarding your request for verification of employment, please contact Human Resources or Payroll Services at HR@meiyagroup.com.
