**Mr.Charles 28.3.2013**

**Vice President**

**True Value Home**

**Chennai.**

Dear Mr.Charles,

Greeting from Ganga Foundations...

**Sub : Background Verification**

This is to inform that we intend to hire Mr.Julius as **Manager-HR.**

Further, we understand that he was associated with your esteemed company from Aug **2011** to till **date** as **Asst.Manager-HR**.

Accordingly, may I request your views and opinion of Mr.Julius on the following:

1. Duration of Assignment \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_to\_\_\_\_\_\_\_\_\_\_\_\_\_\_
2. Designation\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
3. Character & Conduct\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
4. Integrity\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
5. Reliability\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
6. Financial Credibility\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
7. Reason for leaving \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
8. Any other information which you feel would be relevant\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
9. If this candidate is interested to serve you again, would you be keen – Yes / No

I assure you, all the information furnished by you would be strictly confidential and shall not be shared.

**Warm Regards,**