

## Verification of Employment Process

## **Process**

All requests for employment verification must be emailed to <a href="https://example.com">HR@trionworks.com</a>. In your request, please include your first and last name, employee ID number, last four digits of your Social Security Number, and verification of employment form.

The Trion HR team will review the request, fill in the required information, and send the completed form to the requested party.