

# Acme Corporation Ltd.

123 Innovation Avenue  
Business City, State, ZIP  
Phone: (123) 456-7890  
Email: hr@acmecorp.com  
Website: www.acmecorp.com

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## Statement for Employment Verification

Date: June 10, 2024

To Whom It May Concern,

This letter is to verify the employment of **Mr. John Doe** with Acme Corporation Ltd.

**Employee Name:** John Doe

**Employee ID:** 0024573

**Designation:** Senior Software Engineer

**Department:** Technology

**Employment Type:** Full-Time

**Date of Joining:** January 15, 2020

**Current Status:** Active

Mr. John Doe is presently employed with us and has exhibited an excellent performance and adherence to company policies. This verification is being provided at the employee's request for official purposes.

Should you require further information, please feel free to contact our HR department at the details provided above.

Sincerely,

**Jane Smith**  
Human Resources Manager

### Important Notes:

- This document should be issued on official company letterhead.
- All information should be accurate and match company records.
- Intended only for verification and not for any other use.
- If the document requires a signature, it must be signed by an authorized company representative.
- Always confirm the recipient details if required for privacy reasons.

