

# Employment Verification Statement

Date: June 20, 2024  
From: HR Department, Sample Company Inc.  
Email: hr@samplecompany.com  
Phone: +1 (555) 123-4567  
To: Whom It May Concern

This letter is to confirm the employment of **Mr. John Doe** with Sample Company Inc.

Employee Name: John Doe  
Position: Software Engineer  
Employment Type: Full-time  
Start Date: January 10, 2022  
Current Status: Active

John Doe is employed at Sample Company Inc. and performs his duties satisfactorily as a Software Engineer. His annual salary is \$75,000.

If further information or clarification is required, please do not hesitate to contact us.

Regards,

Jane Smith  
Human Resources Manager  
Sample Company Inc.

## Important Notes:

- This document should be sent from an official company email address.
- Verify all employment details for accuracy before sending.
- Protect sensitive employee information in compliance with privacy policies.
- Include contact details for further verification requests.