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Employment Check

Subject	Sample Corporation April 2002 – April 2009 Sample Corporation Manager of Sales Department
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Verification

Date	Jan xx, 20xx
Company	General Department, Sample Corporation
Interviewee	Mr. Jiro Sample at 03-3333-xxxx
Comment	“We verified the received certificate of enrollment was genuine and the contents were the same as our records in our database.”

Verification Details

14:00 on Jan xx, 20xx

Called the sales department of Sample Corporation and told to send email with the certificate from the subject to info@sample.jp.

15:00 on Jan xx, 20xx

Sent email to them.

12:00 on Jan xx, 20xx

Made a follow up call and instructed to wait a little more till we receive a call back.

16:00 on Jan xx, 20xx

Received a call from Mr. Jiro Sample at the general department of Sample Corporation and told the certificate was genuine.