

# **EMPLOYEE INFORMATION FORM**

## Employee Details:

Name: John David Smith

Email: john.smith@techcorp.com

Secondary Email: jsmith@personal.email.com

Location: San Francisco, California, USA

Start Date: January 15, 2023

## Manager Information:

Manager Name: Sarah Johnson

Manager Email: s.johnson@techcorp.com

Office Location: New York, New York

## Contact Details:

Home City: Portland, Oregon

Work City: Seattle, Washington

Personal Phone Contact: (555) 123-4567

## Important Dates:

Date of Birth: May 22, 1990

Contract End Date: December 31, 2024

Next Review Date: October 15, 2024

## Project Assignment:

Current Project Lead: Michael Chen

Project Lead Email: m.chen@techcorp.com

Project Location: Remote (Austin, Texas)

Project Duration: March 1, 2024 - August 31, 2024