

[Your Company Letterhead]

[Date]

[Employee's Name]

[Employee's Address]

[City, State, Zip Code]

Dear [Employee's Name],

Subject: Address Confirmation

We are writing to confirm your current address as part of our employee records. Our records indicate that your address is as follows:

[Employee's Address]

[City, State, Zip Code]

Please review the information above and let us know if there are any discrepancies or if you need to update your address. It is important for us to maintain accurate records for payroll and communication purposes. If the address is correct, you do not need to take any further action. If you have any questions, feel free to reach out to [HR/your supervisor's name] at [contact information].

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Company Contact Information]