

[Employer's Letterhead]

[Date]

[Employee's Name]

[Employee's Address]

[City, State, ZIP Code]

To Whom It May Concern,

This letter is to confirm that [Employee's Name], holding the position of [Employee's Job Title] at [Company Name], is currently employed with us since [Employment Start Date].

Please note that the current residential address of [Employee's Name] is as follows:

[Employee's Current Address]

[City, State, ZIP Code]

This letter serves as proof of address for any necessary formalities.

If you have any further questions, please feel free to contact us at

[Company Phone Number] or [Company Email Address].

Sincerely,

[Your Name]

[Your Job Title]

[Company Name]

[Company Address]

[City, State, ZIP Code]

[Company Phone Number]

[Company Email Address]