

[Your Company's Letterhead]

[Date]

[Employee's Name]

[Employee's Address]

[City, State, Zip Code]

To Whom It May Concern,

This letter is to confirm the current address of our employee,

[Employee's Name], who has been employed with us since [Employee's Start Date].

Employee Details:

- Name: [Employee's Name]

- Position: [Employee's Job Title]

- Department: [Employee's Department]

- Current Address: [Employee's Address]

- Employment Status: [Full-Time/Part-Time]

If you require any further information, please feel free to contact me at

[Employer's Contact Information].

Sincerely,

[Employer's Name]

[Employer's Job Title]

[Company Name]

[Company Address]

[City, State, Zip Code]

[Phone Number]

[Email Address]