

[Your Company Letterhead]

[Date]

[Recipient's Name]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Employment Address Verification

This letter is to confirm that [Employee's Full Name] is currently employed with [Company Name] as a [Job Title]. The details of their employment are as follows:

- Employee ID: [Employee ID]
- Employment Start Date: [Start Date]
- Current Address: [Employee's Address]

Should you need any further information or verification, please do not hesitate to contact us at [Your Contact Information].

Sincerely,

[Your Name]

[Your Job Title]

[Company Name]

[Company Phone Number]

[Company Email Address]