

[Your Company Letterhead]

[Date]

[Recipient's Name]

[Recipient's Address]

[City, State, Zip Code]

Subject: Employment Address Verification

Dear [Recipient's Name],

This letter is to confirm that [Employee's Name], employed with us at [Your Company Name], is currently working at our office located at:

[Company Address]

[City, State, Zip Code]

[Employee's Name] has been employed with our organization since

[Employee's Start Date] and holds the position of [Employee's Position].

Should you require any further information, please feel free to contact me at [Your Phone Number] or [Your Email Address].

Sincerely,

[Your Name]

[Your Job Title]

[Your Company Name]

[Your Contact Information]