

[Your Company Letterhead]

[Date]

[Employee's Name]

[Employee's Address]

[City, State, Zip Code]

Subject: Employment Address Verification

Dear [Employee's Name],

This letter serves as proof of your address as recorded in our employment records.

Employee Name: [Employee's Full Name]

Position: [Employee's Job Title]

Department: [Employee's Department]

Address: [Employee's Current Address]

City, State, Zip Code: [City, State, Zip Code]

Please feel free to contact us at [Company Phone Number] or [Company Email Address] should you require further information.

Sincerely,

[Your Name]

[Your Job Title]

[Company Name]

[Company Phone Number]

[Company Email Address]