

[Your Company Letterhead]

[Date]

[Recipient Name]

[Recipient Address]

[City, State, Zip Code]

Subject: Employer Verification Letter for Address Proof

Dear [Recipient Name],

This letter serves to verify the employment and current address of [Employee Name], who is employed at [Company Name] as [Employee Position].

Employee Details:

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

This letter is issued upon the request of the employee for the purpose of providing proof of their address. If you require any further information, please feel free to contact our office at [Company Phone Number] or [Company Email Address].

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Company Address]

[City, State, Zip Code]

[Company Phone Number]

[Company Email Address]