

[Your Company Letterhead]

[Company Name]

[Company Address]

[City, State, Zip Code]

[Phone Number]

[Email Address]

[Date]

[Employee's Name]

[Employee's Address]

[City, State, Zip Code]

Subject: Address Proof

To Whom It May Concern,

This letter is to confirm that [Employee's Name], holding the position of [Employee's Job Title], has been employed with [Company Name] since [Employment Start Date].

As per our records, the current residential address of [Employee's Name] is as follows:

[Employee's Address]

[City, State, Zip Code]

This document serves as a verification of their address for any official purposes. If you have any further questions or need additional information, please feel free to contact us at [Phone Number] or [Email Address].

Sincerely,

[Your Name]

[Your Job Title]

[Company Name]

[Signature]

[Company Seal, if applicable]