

[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]

Dear [Employee's Name],

This letter serves as a formal address proof for you as an employee of
[Company Name].

Employee Details:

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

We confirm that the above details are accurate and that [Employee's Full Name] is currently employed at [Company Name].

If you require any further verification or details, please feel free to contact us.

Sincerely,

[Your Name]

[Your Job Title]

[Company Name]