

# Formal Address Proof Letter for Employee

To Whom It May Concern,

This is to certify that **[Employee Name]**, holding the position of **[Designation]** in the **[Department]** at **[Company Name]**, has been employed with us since **[Date of Joining]**.

As per our records, the current residential address of **[Employee Name]** is:

**[Complete Residential Address of Employee]**

This letter is being issued upon the request of the employee for the purpose of **[Reason: eg. address verification, loan application, etc.]** and can be used as documentary proof of address.

Should you require any further information, please feel free to contact us.

Thank you,

Sincerely,  
**[Authorized Person's Name]**  
**[Designation]**  
**[Company Name]**  
**[Contact Information]**

Date of Issue: **[Date]**

*(Company Seal/Letterhead and Signature)*