

# 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)*