**Address proof letter for employee**

Date\_\_\_\_\_\_\_\_\_\_\_

**To whomsoever it may concern**

This is to confirm that Mr. / Ms. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ is working in (Company\_\_\_\_\_\_\_\_\_\_\_) as (Designation \_\_\_\_\_\_\_\_\_\_\_\_\_). As per the company’s record, His / Her services were effective since (Date of Joining\_\_\_\_\_\_\_\_\_\_). Also would want to confirm the current address of (Name of the Employee \_\_\_\_\_\_\_\_\_\_\_\_\_\_) as "put the Address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_” as per company’s Employee Records.  
 

Sincerely,

Signature  
Name & Designation  
HR. Dept.