Address proof letter from the organization

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

**TO WHOMSOEVER IT MAY CONCERN**

This is to certify that Mr. /Ms. Name of the Employee, is working with Organization Name. Since Date of joining. As per the employment records available with us, his/her current address is as mentioned below

• Name of the Employee

• Address \_\_\_\_\_\_\_\_\_\_\_

• City \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

• State     Pin code

This letter is issued for the purpose of Specify purpose as an address proof.

For Organization Name

Name with signature

Manager - Human Resources