**Proof of Address issued from the company**

Sample

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

**TO WHOMSOEVER IT MAY CONCERN**

This is to certify that Mr. /Ms. \_\_\_\_\_\_\_\_\_\_\_is working with our Organization \_\_\_\_\_\_\_\_\_\_\_\_\_. Since [Date]. As per our records his/her current address is mentioned below:

Name of the Employee: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Employee ID No. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Residence Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

City: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

State: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Pin Code: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

This letter is issued on request for proof of address to our employee Mr. /Ms (Full Name of the employee) presently working with us.

(Signature & company's Seal / Stamp)

Name of the Manager

Manager - Human Resource

Name of the Company