**Sample Address prove letter from HR for bank (loan)**

Ref: .....................

Date: ................

                     Whomsoever it may concern

This is to certify that Mr. . . . . (Name As per records).........., working as.... (Position)....... in our organization since ... (duration)....... As per the employment records available with us, his current address are.... (On records address)...... This certificate is valid for the purpose of banking as an address proof.

Thanks!!!

For Company Name

Manager –

HR Name Company Seal

Address (with state and pin code)

Contact number -