Address Proof Letter from Employer

Issued and signed by the employer. The employee receives a copy.

ORGANISATION | REF. NO. | DATE

ADDRESS

To whom it may concern

Subject: Confirmation of residential address

EMPLOYEE NAME | EMPLOYEE ID | DATE OF JOINING

RESIDENTIAL ADDRESS

ADDRESS TYPE | AT THIS ADDRESS SINCE

This is to confirm that the employee named above is employed with us and, as per our records, resides at the address stated.

We have issued this letter at the employee's request. The company does not take responsibility for the address beyond its own records, except for company-provided accommodation.

SIGNATORY NAME | DESIGNATION | SEAL

Employer

SIGNATURE

PRINTED NAME | DATE