**Letter of Address Proof Format**

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| **ADDRESS PROOF LETTER**  **Date**  **Your Name**  **Address**  **Email**  **Phone Number [If Required]**  **To Whomsoever it may concern**  This is to confirm that ­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 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 the company’s Employee Records.  **Sincerely**  **Human Resources**  **\_\_\_\_\_\_\_\_\_\_\_\_\_ (Your name and Your Digital Signature)** |

**Letter of Address Proof Example**

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| **ADDRESS PROOF LETTER**  **27/04/2020**  **Niharika Mishra**  **XYZ Solutions Pvt. Ltd.**  **204, Sun Tower**  **Jaipur, Rajasthan**  **hr@xyzsolutions.com**  **+91 9182736450 [If Required]**  **To Whomsoever it may concern**  This is to confirm that ­­­­Aman Kumar is working in XYZ Solutions Pvt. Ltd. as Senior Sales Manager. As per the company’s record, his services were effective since **1st January 2015**. Also would like to confirm the current address of Aman Kumar as “702, Rockwoods Tower, Street 1, Jaipur, Rajasthan**”** as per the company’s Employee Records.  **Sincerely**  **Human Resources**  **Niharika Mishra**  **Signature** |

**Format 1**

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| Ref:  Date:  To Whomsoever it May Concern  This is to certify that Mr./Ms. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ has been working in our Company i.e. \_\_\_\_\_\_\_\_\_ Private Limited since (Date). He/She is currently designated as Manager - \_\_\_\_\_\_\_\_\_, posted in \_\_\_\_\_\_\_\_\_ Department. His/Her Employee Code is \_\_\_\_\_\_.  The following residential addresses of Mr./Ms. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ are as per his/her employment records available with us at present.  Permanent Address:  (Write full permanent address here)  Present Address:  (Write full present address here)  Some of his/her other personal details as per our record are as follows:  Your Name:  Date of Birth:  Father’s Name:  Aadhaar/PAN No.:  This certificate is furnished on his/her request for the purpose of applying for a passport/ gas connection / opening a bank account in his/her name.  Sincerely,  For [Company’s Name]  Signature  Authorized Signatory |

**Format 2**

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| **To Whomsoever It May Concern**  Place:  Date:  This is to certify that Mr/Ms. [Employee Name] has been working in our organization since [Date of Joining] as a [Job Title]. As per employment records, he/she is staying in company accommodation and his/her current address is:  [Mention the full address of the employee here].  This certificate is issued for the purpose of [state the purpose] as an address proof.  For Company Name,  Authorized Signatory. |

**Format 3**

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| Date:\_\_\_\_\_\_\_\_    **TO WHOMSOEVER IT MAY CONCERN**  **Subject: Proof of Residency.**  This is to certify that [Employee Name], is working with ABC Company, since the [Date of Joining]. As per the company records his current address is below mentioned:  Address Line 1,\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Address Line 2.\_\_\_\_\_\_\_\_\_\_\_\_\_\_  City, State, Country.\_\_\_\_\_\_\_\_\_\_\_  Postal Code\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  The information was given by the employee and is accurate as per my knowledge. This letter is issued as an address. proof. Thank you.  Stamp of Attestation  Sincerely,  Signature  Name  Designation  ABC Company, Location |