

Address Proof Letter

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