

Statement for Address Proof

Date: _____

To Whom It May Concern,

This is to certify that **[Employee Name]**, holding the position of **[Designation]** with Employee ID **[Employee ID]** has been employed with **[Company Name]** since **[Date of Joining]**.

As per our records, **[Employee Name]** is currently residing at the following address provided to us:

[Current Residential Address of Employee]

[City], [State] - [PIN Code]

This letter is being issued upon the request of the employee for the purpose of address proof and may be produced as evidence for the same wherever required.

For **[Company Name]**,

[Authorized Signatory Name]

[Designation]

[Contact Details]

[Company Seal, if any]

Important Notes:

- Ensure all details (employee name, ID, address) are accurate and match official records.
- The letter should be printed on company letterhead for authenticity.
- Should be duly signed and, if possible, stamped by the authorized signatory.
- Some authorities may ask for additional documents along with this letter.
- This letter is valid only for a limited period as mentioned by the company or requiring authority.