**Place:  
Date:**

**To Whomsoever It May Concern**

It is hereby certified that Mr./Ms.   ………………………. has been working in our organization since  …………………. as a  ………………….…….

As per organizational records available with us, his current residential address is as follows: ………………………………………………………………………………………………………………………………........................……………………................................................

This certificate is valid only for the purpose of applying for an Aadhar card/ bank loan/passport.

For the **“Company name”,**

Authorized Signatory.