**Place:  
Date:**

**To Whomsoever It May Concern**

This is to confirm that Mr./Ms. ………………..…… has been working with us as a …………………… since ……………………

As per our company records, the following is his/her current address:

House No: …………………………………  
Location:  …………………………………  
Land Mark:  …………………………………  
District:  …………………………………  
State:  …………………………………  
Pin Code: …………………………………

This certificate is issued upon his/her request and it is valid to apply for a bank loan/passport/ Aadhar card.

For the **“Company name”,**

Authorized Signatory.